

## Oil Gas Pre-Application Meeting Checklist

Elbert County Community Development Services Department

P.O. Box 7/215 Comanche Street, Kiowa, Colorado 80117

PHONE: 303.621.3136 FAX: 303.621.3165

www.elbertcounty-co.gov

### INITIAL MEETING - *This is normally done in person but can be a conference call if necessary*

The applicant shall schedule an initial meeting with CDS to discuss the Administrative Review Process and MOU versus the Use by Special Review process for oil and gas permitting in Elbert County and to obtain copies of:

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| 1. The Oil & Gas Development Permit Application Form       |
| 2. The Standard MOU                                        |
| 3. The Elbert County Master Road Use Agreement (MRUA)      |
| 4. The Fire Protection & Safety Agreement                  |
| 5. Pre-Application Meeting Checklist                       |
| 6. The Estimated Fees Associated with Oil & Gas Permitting |

### PRE-APPLICATION MEETING

<p>Once the Applicant has submitted all items required for a Pre-Application Meeting and paid pre-submittal fee to CDS, as set forth in these regulations Part I, Section 8, CDS shall review the Pre-Application items within five (5) business days of submission. CDS shall schedule the pre-application meeting to be held within ten (10) business days of payment and submission or as soon as possible thereafter. The Applicant, CDS staff and other appropriate County agencies (including, but not limited to, local fire district, Elbert County Public Health, the Elbert County Engineer) shall meet to discuss:</p>	5 - 15 days
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| 1. The proposed facility and the MOU;                                                            |
| 2. Proposed haul routes;                                                                         |
| 3. The Elbert County Master Road Use Agreement (MRUA);                                           |
| 4. The Fire Protection and Safety Agreement (FPSA);                                              |
| 5. Anticipated development timeline;                                                             |
| 6. The checklist of items required for the formal submission of the Application                  |
| 7. Estimated fees and any additional expenses related to the application review; and processing. |

Following the Pre-Application Meeting, CDS will prepare copies of the MOU, the FPSA and the MRUA and notes from the Pre-Application Meeting for the Applicant. It is the Applicant's responsibility to coordinate with the Elbert County Public Works Department to finalize the MRUA and the local fire protection district to finalize the FPSA.