



Guidance For Submitting an Application for Permit to Drill (APD)

Prerequisites

An operator must be registered to do business in Utah (corporations.utah.gov).

An operator must be registered to use ePermit.

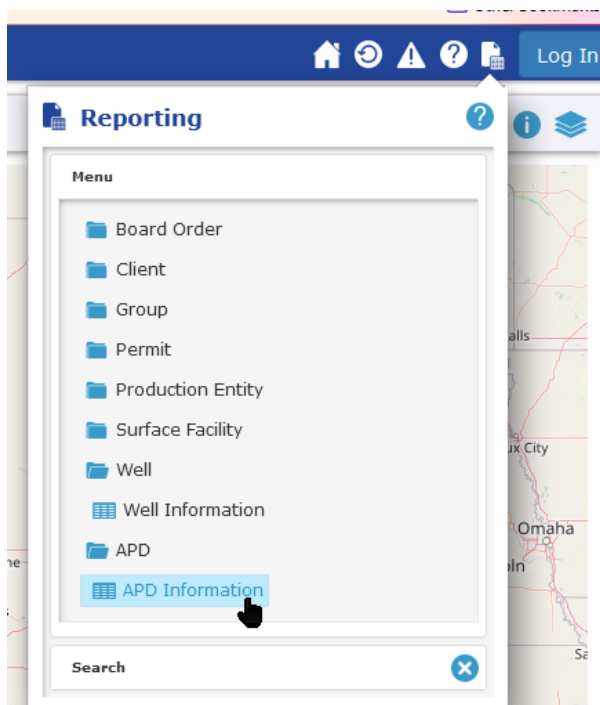
If you need to register for ePermit, visit the following [link](#) and fill out the registration form.

Process

Log in to ePermit and select NEW APD from the User Menu.

Fill out the requested information and upload the required documents. Make sure to include all items required by [R649-3-4](#).

Examples of approved APDs can be found by going to [Data Explorer](#) on our website and selecting the APD Information report.



Once the APD is submitted, it will be assigned an API number and the Division will begin processing the APD. The Division's goal is to have APDs approved within 60 days of receiving an accurate and complete APD or within 45 days of the onsite being scheduled and performed, whichever is later. Please see below for some common problems that cause delays in processing.

Submitting Directional Surveys

The Division has now rolled out the addition of submitting planned directional survey templates with your APDs. The procedure for submitting APDs is the same as it has always been with the following change. You will upload the pdf of your directional survey plan like you always have. However, for directional or horizontal wells, after you click submit for your APD, you will be taken to the directional survey template upload screen where you will be required to upload the template. We appreciate your patience as we roll out these new procedures and we thank you for your willingness to adapt. Please let the permitting manager know if you have any questions or have any problems with the new procedure.

Common Problems / Issues


Ensure that supplied coordinates are UTM NAD 83.

If the well is directional or horizontal, submit the directional drilling letter as required by R649-3-11. Also submit the required directional survey information. This information must be submitted in two ways. It must be uploaded as a pdf with the APD application; it must also be submitted as an electronic Excel template. The template must be the template available from ePermit and the format must not be modified in any way, or the upload will fail. For additional information, see the [email](#) that was sent to operators.

RBDMS Directional Survey Upload

Upload Survey

[View All Surveys](#)

[Download Survey Template](#) 

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Supply the self-certification required by R649-3-4.2.7, which requires a self-certification from the owner, evidenced by an affidavit or declaration in conformity with Section 78B-18a-101, et seq., that the owner satisfies the criteria set forth in Subsection R649-2-4(1) or (2). This self-certification is required for all APDs.

Distances in boxes 22 and 25 of Form 3 should be measured at the productive intervals, not the surface.

22. DISTANCE TO NEAREST LEASE LINE (Feet)
135
25. DISTANCE TO NEAREST WELL IN SAME POOL (Applied For Drilling or Completed)
360

If the APD has not been approved yet and changes need to be made, please make them to the APD rather than wait until after the APD is approved. If the APD has already been approved but the well has not yet been completed, make changes to the APD through ePermit by selecting AMEND APPROVED APD from the user menu. Changes to the APD require additional processing time.