

**INSTRUCTIONS FOR:  
APPLICATION FOR PERMIT TO DRILL, DEEPEN,  
PLUG BACK OR CONVERT FORM**



**Department of  
Environmental  
Conservation**

The Division of Mineral Resources has developed this form to accommodate newer drilling technologies and to conform to the American Petroleum Institute's (API) well identification number system. For a complete description of the API numbering system, visit the Empire State Organized Geologic Information System's website at [http://esogis.nysm.nysed.gov/Help\\_API.cfm](http://esogis.nysm.nysed.gov/Help_API.cfm). Instructions and examples for completing the form are below.

The completed form should be submitted along with an Environmental Assessment Form (EAF), 3 copies of the well plat and the permit fee to the appropriate Regional office. If you have any questions or need any further assistance with the forms, please feel free to contact the Regional office responsible for the area where the well is located.

Allegany Office (716) 372-0645 (Allegany, Cattaraugus, Chautauqua, Erie, Niagara and Wyoming counties)  
 Avon Office (585) 226-2466 (Jefferson, St. Lawrence, Lewis, Oneida, Herkimer, Oswego, Cayuga, Onondaga, Madison, Tompkins, Cortland, Chenango, Broome, Orleans, Monroe, Wayne, Genesee, Livingston, Ontario, Yates, Seneca, Steuben, Schuyler, Tioga and Chemung counties)  
 Albany Office (518) 402-8056 (All other counties)

**GENERAL INFORMATION**

- Planned Operation -** Check the appropriate box for the planned operation: **DRILL** a new well from surface, or **DEEPEN, PLUG BACK** or **CONVERT** an existing well bore, or drill a **SIDETRACK** from an existing well bore.
- Type of Well -** Check the appropriate box for the type of well: **NEW** for a new well from surface or **EXISTING** to drill, deepen, plug back or convert an existing well bore. For existing wells, include the complete API Well Identification number for the well bore.
- Type of Well Bore -** Check the appropriate box for the type of well bore: **VERTICAL, DIRECTIONAL** or **HORIZONTAL**. By convention, the Division defines a Vertical well as any new well drilled as a straight hole from the surface location, a Directional well as any new well drilled either from the surface or from an existing well bore and intentionally deviated from the surface location, and a Horizontal well as any new well drilled either from the surface or from an existing well bore where any portion of the well is drilled horizontally or at a near horizontal attitude. If the well is directional or horizontal, include a well bore diagram showing the profile and features described in the Casing section.
- Owner Information -** Enter the appropriate owner name and address information. This information must be the same as that included in the Organizational Report on file with the Division. If you would like the permit mailed to a different office, please include the mailing address in the Comments section.
- Representative -** Enter the appropriate name, title, address and telephone numbers for the local representative who can be contacted while operations are in progress.

**WELL LOCATION DATA**

- County, Town -** Enter the appropriate county and town where the surface of the well will be located.
- Field/Pool Name -** Enter "New Field Wildcat" if the well is not a proposed extension well and is not a deeper or shallower test within an existing field. If the well is in or extends an existing field, enter the field name. Extensions to fault-bounded Trenton-Black River hydrothermal dolomite fields are determined by geological interpretation. Proposed Medina or Queenston wells within 2½ miles of an existing well in the same pool are extension wells. All other proposed wells are extension wells if they are within 1 mile of an existing well in the same pool, unless otherwise determined by a Commissioner's Order. Contact the Division of Mineral Resources for assistance if necessary.
- Well Name -** Enter the well name. Typically, the well name is based on the lease or unit name. By convention, the Division uses **Last Name First Initial** where possible. For example, a well name of John A. Smith would be issued as the **Smith** (space) **J**.
- Well Number -** Enter the well number. For example, the first well on a lease would be number 1, the second number 2, etc. By convention, the Division uses the alphabetical designator **A, B, C, etc.**, for successive wells in the same well bore or for well locations skidded less than 75' from the permitted location. For example, a new well from an existing well bore or skid of the John A. Smith number 1 well would be issued as **Smith J 1A**.

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**Proposed Formation -** Enter the proposed target formation for the well.

**Quad, Section -** Enter the appropriate 7½ minute topographic map and section. By convention, the Division uses the letter designations **A - I** for each section. The correct section can be determined by dividing the 7½ minute topographic map into 9 sections along the 2½ minute divisions and lettering them from left to right as shown.

<b>A</b>	<b>B</b>	<b>C</b>
<b>D</b>	<b>E</b>	<b>F</b>
<b>G</b>	<b>H</b>	<b>I</b>

**Location -** Enter the appropriate locations for the Surface, Kickoff, Top of the Target Interval, Bottom of the Target Interval and Bottom Hole. Enter latitude and longitude as decimal degrees in the format **DD.DDDDDD** using the North American Datum of 1983. Also, enter the True Vertical Depth (**TVD**) and True Measured Depth (**TMD**) for the Top of the Target Interval, Bottom of the Target Interval and Bottom Hole locations. For fault-bounded Trenton-Black River hydrothermal dolomite reservoirs, the target interval is the extent of the proposed productive section that will be penetrated by the well bore between the bounding faults. For all other reservoirs, the target interval is the target formation.

**PROPOSED WELL DATA**

**Well Type -** Enter the proposed well type as either **Oil Production, Gas Production, Brine, Storage, Injection, Brine Disposal, Geothermal, Stratigraphic, or Other (specify)**.

**Planned Date -** Enter the planned date of commencement of operations.

**Surface Elevation -** Enter the surface elevation and mark the appropriate box for how the elevation was obtained.

**Type of Tools -** Enter the proposed type of drilling equipment to be used as either **Cable** or **Rotary**.

**Name of Contractor -** Enter the name of the proposed drilling contractor. The well shall be drilled only by a contractor registered as a driller with the Division.

**PROPOSED SPACING DATA**

**Well Spacing Type -** Check the appropriate box to indicate if the well spacing type is subject to Title 5. Refer to Article 23, Title 5 for additional guidance.

**Type of Unit -** Check the appropriate box to indicate if the type of unit conforms to spacing under either Title 5 or Part 553.

**Number of Acres -** For a well drilled, deepened, plugged back or converted subject to Title 5 of ECL Article 23, enter the number of acres in the proposed spacing unit.

**Acreage Controlled In Unit -** Check the appropriate box to indicate the percent of the acreage within the spacing unit controlled by the applicant.

**Acreage Controlled In Bore Hole -** Check the appropriate box to indicate if the applicant controls the oil or gas rights in the target formation to be penetrated by the well bore.

**State Lands -** Enter Yes or No to indicate whether State owned lands are included within the proposed spacing unit.

**PROPOSED CASING AND CEMENT DATA**

**Casing Data -** Enter proposed casing information including, but not limited to: hole size; casing type, size and weight; total measured depth of top and bottom of casing run; and centralizers.

**Cement Data -** Enter proposed cement information including, but not limited to: casing type, total measured depth of top and bottom of cement run, class of cement, number of sacks, slurry weight, yield, volume (include excess), and baskets.

**AFFIRMATION AND SIGNATURE**

**Signature Section -** Complete the appropriate section for either an Individual or Organization. The person signing the application must be authorized to do so on the Organizational Report on file with the Division. The use of an electronic signature indicates the signer's intent to sign the document and is the legal equivalent of having placed a handwritten signature on the application.