Interim Guidance for Attachments to Electronic Submissions

I. Plats

The Oil and Gas Act requires in part "The permit application shall be accompanied by a plat prepared by a competent engineer or a competent surveyor, on forms to be furnished by the department …" 25 Pa. Code Section 78.15 requires: "(a) An application for a well permit shall be submitted on forms furnished by the Department and contain the information required by the Department to evaluate the application; (b) The permit application will not be considered complete until the applicant submits a complete and accurate plat, …"

The Program will accept, in order of preference, electronically submitted plats in the following formats to meet these requirements:

A. An electronic file of the plat developed with Computer Aided Design (CAD) software and saved in a DXF or DWG file format version 12 or later. All layers should be visible. Text should be in True Type font. The CAD file must be saved so that it can be reproduced to accurately represent the original drawing and position of the topo mark in reference to the drawing area. Successful plat submissions have been saved in Model Space with the extents plotted 1:1 to duplicate the official form. The plat must represent and provide the same information as required by the official form provided by the Department (5500-PM-OG0002). If the surveyor or engineer seal is not included, the applicable registration number should be entered on the plat.

B. The original plat may be attached as a scanned image. The original drawing must include a one-inch scale bar (|————|) prior to scanning. The plat should be scanned at a minimum of 100 dpi, but no more than 600 dpi, and saved as a TIFF image. The TIFF may be compressed to improve upload time.

C. The original plat may be mailed to the applicable regional office after electronic submission of the application. A note must be attached to the application to explain that the plat is being mailed separately from the electronic application. The EC Tracking number must be referenced and included with the mailed plat. The plat can not be faxed.

II. Forms

A. All forms required as part of a permit application, other reporting requirement, or request for approval by the Oil and Gas Program, are available on the web site at http://www.dep.state.pa.us/dep/deputate/minres/oilgas/o_gforms.htm. These are form fill WORD® documents that can be completed and attached to an application.

B. A scanned image of the completed applicable form can be attached to the application. The form should be scanned at a minimum of 100 dpi, but no more than 600 dpi, and saved as a TIFF image. The TIFF may be compressed to improve upload time.

C. The form may be mailed or faxed to the applicable regional office after electronic submission of the application. A note must be attached to the application to explain that the form is being mailed separately from the electronic application. The EC Tracking number must be referenced and included with the mailed form.

III. Scanned Documentation

Certain documents may be required for the application to be considered complete. Items such as the return receipt card for failed notification to the landowner and the affidavit or the signature of water supply or building owners within 200 feet of the proposed well are required to be submitted. The Program will accept the following forms for these documents:

A. A scanned image of the green card or page with the required signature attached to the application. The document should be scanned at a minimum of 100 dpi, but no more than 600 dpi, and saved as a TIFF image. The TIFF may be compressed to improve upload time. Multiple documents may be included on one image if they fit on an 8½" x 11" sheet.

B. A copy of the document may be mailed or faxed to the applicable regional office after electronic submission of the application. A note must be attached to the application to explain that the documentation is being mailed separately from the electronic application. The EC Tracking number must be referenced and included with the mailed documentation.

IV. Miscellaneous Attachments

As noted above, certain documents or forms must be attached to the application for the application to be considered administratively complete. If the documentation is being sent through regular mail or faxed, a note of explanation must be attached to the electronic submission. The note can be attached as a text (txt) notepad file or a WORD® document. Other documentation supporting the application, such as coal resources investigated, can also be attached or submitted in this manner.

V. General Requirement

The Department will not accept applications with attachments that cannot be opened or are not legible. Large files may be compressed as a .ZIP file.