

**2011 Sample Letter to Property Owners, Sec 90-77 – Well**

**(Date)**

Re: **(Facility Name)**

To: Whom it may concern:

**(Operator)** plans to drill the above captioned well. Pursuant to the La Plata County Oil and Gas Regulations, **(Operator)** is required to notify property owners within a one quarter mile radius (1320 feet) of the wellhead via certified mail.

The proposed well will be drilled on the **(surface owner's name)** property, Parcel Number 5XXX-XXX-XX-XXXX, located at **(Physical Address)**. The proposed well will be located **(Feet)** from the North Line and **(Feet)** from the South Line in **(Section)**, **(Township)**, **(Range)**, NMPM. When fully operational, the well site will have well head assemblies, a separator equipment area and may have pumping and dehydration equipment, etc. The total use area of this location including the proposed well will be no larger than **(Acres)** of ground.

The applicant and designated agent are listed below:

| APPLICANT        | DESIGNATED AGENT |
|------------------|------------------|
| Contact Name     | Contact Name     |
| Company Name     | Company Name     |
| Street Address   | Street Address   |
| City, State, Zip | City, State, Zip |
| Phone Number     | Phone Number     |
| Email Address    | Email Address    |

Subject to compliance with appropriate county regulations, La Plata County will typically approve this facility within 15 business days of its submittal if the application is complete and in compliance with county regulations. In order to ensure full consideration of public comment, comments on the proposed facility must be provided to the La Plata County Planning Department no later than 10 business days after the permit application submittal date. The application will be submitted no earlier than **(Date)**.

Contact information for the department is:

La Plata County Planning Department  
1060 East 2nd Ave  
Durango, CO 81301  
(970) 382-6263

Please note that county personnel may need to enter onto proposed well site property during review of the permit and thereafter upon notification.

Surface owners who receive this letter may request written notification from **(Operator)** of the commencement of construction and drilling operations. Notification regarding commencement dates for construction and for drilling operations (if the application is approved) can be obtained by submitting a request in writing to the Planning Department within 15 business days from the date of the application submittal.

The La Plata County Planning Department will then notify us, **(Operator)**, of your desire for notice.

Attached is a vicinity map showing the location of the proposed well, and a description of the facilities and equipment proposed to be located at the site when operational.

Should you have any questions regarding this facility or want additional information please contact La Plata County Planning Department at (970) 382-6263 or **(Agent for Operator)** at (XXX) XXX-XXXX.

The application for the proposed facility is, or will soon be, available for review by the public at the La Plata County Planning Department located in the La Plata County Courthouse, at 1060 East Second Avenue, Durango, Colorado.

Sincerely,  
**(Operator)**