



GUIDANCE DOCUMENT MISCELLANEOUS LAND USE PERMIT GEOPHYSICAL EXPLORATION APPLICATION



State of Alaska
Department of Natural Resources, Division of Oil & Gas
550 W. 7th Ave, Suite 1100, Anchorage, AK 99501-3563
Phone: 907-269-8800 Fax: 907-269-8943
Permitting Email: dog.permitting@alaska.gov

APPLICATION REQUIREMENTS

The State of Alaska (State), Division of Oil and Gas (Division) issues miscellaneous land use permits (MLUP's) for seismic and geophysical activities on State land. The application must contain the following information in sufficient detail to allow evaluation of the planned activities' effect on the land.

A permit gives the Applicant the right to conduct seismic and geophysical activities on state land. It does not authorize activities on non-state lands. This application must be submitted, reviewed and approved before any operations can begin on State lands. The approved MLUP authorizes seismic and geophysical activities to begin on state land as defined in the permit.

The information in this application must meet two goals:

- Provide sufficient detailed information of the project area and proposed activities for the Division to determine the planned activities' effect on State lands.
- Present the information in a format that is clear and understandable to other reviewers and the public.

An application must satisfy the goals listed above to meet the minimum requirements for review.

GENERAL INSTRUCTIONS

11 AAC 05.110

1. Use the most current MLUP Application Form found on the the Division of Oil and Gas Web site at: <http://dog.dnr.alaska.gov/Services/Applications>
2. Answer all questions. Type or print "N/A" if an item is not applicable.
3. Your application must be accompanied by the appropriate filing fee of \$500, made out to State of Alaska, DNR, DOG.
4. Email your completed application to the Division's Permitting Section at: dog.permitting@alaska.gov.

SECTION I: APPLICANT INFORMATION

1. Provide the name, full mailing address, phone number, fax, and email of the Applicant.
The Applicant must be an entity licensed to conduct business in Alaska and must possess the authority to undertake the work described in the application. The Applicant is the responsible party for the project.
2. Provide the name, full mailing address, phone number, fax, and email of the Applicant's Contact.
The Applicant's Contact must be an individual and must be granted the authority from the Applicant to speak on behalf of the Applicant and serve as the main point of contact for permitting questions, scheduling inspections, and other project details.

SECTION II: 3RD PARTY INFORMATION

3rd Party Information: This field should be used when the Applicant and the Applicant's Contact are not the entity or person completing this application. This commonly occurs with contractors/consultants.

Provide the name, full mailing address, phone number, fax, and email of the 3rd Party.

The 3rd Party must be an entity licensed to conduct business in Alaska and must possess the authority from the Applicant to speak on behalf of the Applicant and serve as the main point of contact for permitting questions, scheduling inspections, and other project details.

SECTION III: APPLICATION DATE & NUMBER

Leave this section blank. This section is to be filled out by the Division's Permitting Section.

Application Date is the date your application is received by the Division of Oil and Gas.

Application Number is a unique number assigned to your application when it is filed.

SECTION IV: PROJECT DESCRIPTION

1. Enter the project name (name designated by Applicant for the project).
2. Enter the proposed start date for the project (this date is determined by mobilizing equipment, establishing staging areas or commencing any field activities subject to the permit).
3. Proposed Activities:
 - A. Describe the what and the where of the Project. This includes the type of activities that are associated such as method of seismic acquisition, travel to and from the project area and other activities which may affect the land. Include a description of where the project is to occur and describe existing facilities, landmarks, populated areas or nearby infrastructure.
 - B. Enter the number of line miles (2D) and/or square miles (3D) to be acquired.
 - C. Waste Management: Provide a description of anticipated wastes, containment, and disposal.
 - D. Staging and Storage Areas: Provide a description of all staging and storage areas for the project and identify on maps if known. Note: staging or storing of permit related equipment or materials may not begin prior to permit issuance and may not persist after permit expiration.
 - E. Airstrips and Landing Zones: Provide a description of the airstrips and landing zones associated with the proposed activities and identify on maps if known.
 - F. Historical Properties and Cultural Resources: Provide a description of your plans to preserve historical properties and cultural resources. List any permits issued by the State Historic Preservation Office.
 - G. Anadromous Fish Streams and Other Streams: Provide a description of all stream crossings for your project and identify on maps if known. List any permits applied for or issued by the Alaska Department of Fish and Game.
4. Associated Structures:
 - A. Structures: Provide a description of structures associated to the activities.
 - B. Other: Provide a description of other facilities.
5. Type of Equipment: Provide a description of equipment to be used for the project. Tables may be included in Appendix B.
6. Other: Provide a description of any other aspect of your project related to proposed activities, associated structures, and type of equipment.

SECTION V: SEQUENCE AND SCHEDULE OF ACTIVITIES

Provide in detail the sequence and schedule of the proposed project activities, from the beginning of operations through the end of operations.

1. Project Milestones include but are not limited to: mobilizing equipment, placing equipment, commencing source and receiver activities, completing source and receiver activities, demobilization, site cleanup, remediation and rehabilitation.
2. Proposed Start Date: The date each milestone is planned to begin (start dates should be in chronological order).
3. Proposed End Date: The date each milestone is planned to end.

If additional space is required for this section use "Section V: Sequence and Schedule of Activities Supplement Page" from the Division's website: <http://doq.dnr.alaska.gov/Services/Applications>. At the time of submission, supplemental pages should be included in Appendix B: Other.

SECTION VI: LAND STATUS

Provide the below information for all proposed activities:

This section addresses geophysical exploration activities located on surface lands owned by the State of Alaska. Each analysis of land is defined by the meridian, township and range (MTR); multiple sections may be included for each MTR. However, each unique MTR requires its own analysis "a-f" below. Provide the following information for each MTR.

Indicate by checking 'Yes' or 'No' if supplemental pages for this section have been included in Appendix B.

- a. Oil and Gas Mineral Estate Lessee: This information is available through the Alaska Mapper Application on the DNR DMLW website. By researching and providing this information the applicant is informed of additional land management activities or interests and the associated party in the area which the Division will consider during the adjudication of this application.
- b. Access Authorizations: The MLUP authorizes seismic activities on some lands managed by DNR. Activities on University of Alaska lands (UA), Mental Health Trust Lands (MHTL) or other lands may require additional permitting and access agreements as the Division does not authorize activities on these lands. Additionally, other surface permits (for example easements) or mineral disposals with related surface access rights (for example an oil and gas lease) may require letters of non-objection or other access agreements: list those here.
- c. Special Use Lands: List any special use lands within the project area as defined by 11 AAC 96.014.
- d. Jointly Managed Lands : As indicated by LAS <http://dnr.alaska.gov/projects/las/> or other contractual agreement.
- e. Other Considerations: Any other consideration(s) related to surface lands in the project area including native allotments or private lands.
- f. Project Activities/Components: Describe the seismic acquisition activities that will occur within the project area using MTRS. Describe project components such as camps and airstrips using MTRS and GPS Coordinates for known project components.

If additional space is required for this section use " Section VI: Land Status Supplement Page" from the Division's website: <http://dog.dnr.alaska.gov/Services/Applications>. At the time of submission, supplement pages should be included in Appendix B: Other.

SECTION VII: PERFORMANCE GUARANTY

Provide the Division with performance guaranty information related to the project. The permit will not be issued until a performance guaranty, approved by the Division, is in place 11 AAC 96.060.

- a. Bonded Company: This should be the same as the Applicant listed above.
- b. Type: The type of Bond i.e. surety bond, certificate of deposit or other.
- c. Number: The identifier assigned to the bond by the Bonding Company.
- d. Amount: The monetary value of the bond.
- e. Bonding Company: Provide the name and complete mailing address for the company/financial institution holding the bond. Include a phone and fax number and an email address.

SECTION VIII: INSURANCE

Provide the following insurance information. This permit will not be issued until insurance which complies with AS 21 is in place under 11 AAC 96.065.

- a. Insurer's Name
- b. Mailing Address
- c. Phone, Fax and Email
- d. Type of Insurance: Comprehensive General Liability
- e. Amount of Insurance: No less than \$1,000,000 per occurrence and \$2,000,000 per annual aggregate.
- f. Certificate of Insurance (Submit Original Certificate in Appendix B)

*To satisfy insurance requirements, the below conditions must be met:

1. In the event of cancellation, non-renewal, or material change of condition to insurance 30-day notice must be provided to the Division.
2. The insurance policy must comply with AS 21.
3. The insurance company must be licensed to transact the business of insurance under AS 21.

4. The state shall be listed as additional named insured on the policy.

SECTION IX: GLOSSARY OF TERMS

This section should provide for terms to be listed numerically and defined to facilitate public understanding of the application.

1. Term Number: Each term defined in this section should be referenced in text through numeric superscript which corresponds to the 'Term Number' in this section of the application.
2. Term: The term to be defined should be listed.
3. Term Definition: The term should be defined using non-technical language to convey an accurate meaning to an individual unfamiliar with the oil and gas industry.

If additional space is required for this section use " Section ix: Glossary of Terms Supplement Page" from the Division's website: <http://dog.dnr.alaska.gov/Services/Applications>. At the time of submission, supplement pages should be included in Appendix B: Other.

SECTION XII: CONFIDENTIALITY

This section should be used to request Applicant confidentiality in regard to proprietary information submitted to support the Division's review of the project.

Pages **marked** confidential will be omitted from agency and public reviews in accordance with AS 38.05.035(a)(8). To mark a page confidential the applicant must indicate in large red, all-capitalized letters "**CONFIDENTIAL**" in a conspicuous location. Section XIII of the application must be completed by the applicant's contact or a delegation of authority from the applicant/applicant contact must be submitted to the Division for a 3rd party contact to request information be held as confidential for the applicant.

It is important to note that the Division's Permitting Section reviews MLUP application to make land management decisions on public State of Alaska lands. Before any confidential information is submitted to support an Application; it should be clearly demonstrated how the information qualifies for confidentiality under AS 38.05.035(a)(8).

APPENDIX A: MAPS

Each project will have unique mapping and diagram considerations and may require a different number of maps and diagrams to clearly present the information necessary for adjudication. The maps and diagrams need to accurately convey all project activities/components and related permitting considerations such as land status and known survey line locations.

Below are guidelines illustrating the different types of maps or diagrams that may be submitted in support of your project. These are guidelines and submissions will be evaluated on accurate and clear presentation of necessary information. Maps and information may be combined (i.e. Regional location map and Area map) so long as the information presented is accurate and clear for adjudication.

Maps may be inserted into the appendix electronically or manually.

Map Types:

1. Regional Location: Illustrates the location of the project area within the State. (This may be inset on a map)
2. Area: Illustrates the general vicinity and relative location of the project to regional cities and known landmarks.
3. Project Activity/Component Map(s)/diagram(s): Indicates all portions of the proposed project and associated activities at a/multiple scale(s) where site access from existing infrastructure and other items such as property lines, ADL's, easements and landmarks are clearly indicated. This map/diagram should provide an increased level of detail of the immediate project area and identify where proposed activities will occur.
4. Surface Ownership Map: state land, federal land and other land ownership and boundaries within the project area should be indicated on the map(s) and should include known surface use considerations and existing roads.

Note: Additional maps, aerial imagery, diagrams, schematics or other images may be required.

Information requirements for all maps and diagrams:

1. Include a North arrow and scale;
2. Be printed in color;
3. Contain a legend;

Information required for at least one map or diagram and utilized *when and where appropriate* on all maps and diagrams; these are not requirements of every map and diagram. For example including MTRS on the Regional Map is not necessary however this information should be present on either the Area map, Project Activity/Component or Surface ownership map.

1. Utilize a topographic map or aerial imagery as the base map;
2. Include Meridian, Township(s), Range(s) and Section(s);
3. Use standard DNR map legend colors;
4. All communities, landmarks, facilities and infrastructure included on submitted maps must be accurate and clearly labeled, and;
5. All plan activities/components (camp/staging areas) must be identifiable on the maps included with the plan.

APPENDIX B: OTHER

Appendix B shall contain all supplemental application pages. Additionally any information the applicant believes necessary for consideration during the review for the proposed project which has not been discussed elsewhere in the application should be included in Appendix B. The relevance of information submitted in Appendix B to the proposed activities should be clearly defined.