



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

_____ Field Office

In Reply To:

_____, _____
<http://www.blm.gov/>_____

3160 (Office Code)
[Lease No.]

Date _____

Company Name

Attn: _____

Address

City, State, Zip

Re: Receipt and Acceptability of Application for Permit to Drill (APD)

Federal/Indian Lease No(s). _____, Well No. _____

Legal Description _____

County, State

Date APD Received: _____

Dear Operator:

This is the 10-day letter pursuant to Onshore Oil and Gas Order, Number 1, Section III.E.2.a.

The BLM received your Application for Permit to Drill (APD), for the referenced well, on **[Insert date the BLM received APD]**. The BLM reviewed the APD package pursuant to part III.B.2 of Onshore Oil and Gas Order No.1 and it is:

1. Complete (*BLM will process the APD and you have no deficiencies to submit.*)
2. Incomplete/Deficient (*The BLM cannot process the APD until you submit the identified items within 45 calendar days of the date of this notice or the BLM will return your APD.*)
 - Form 3160-3, Application for Permit to Drill or Re-Enter
 - APD Processing Fee payment
 - Well Plat
 - Drilling Plan
 - Surface Use Plan of Operations
 - Certification of Private Surface Owner Access Agreement
 - Bonding
 - Operator Certification
 - Onsite (The BLM has scheduled the onsite to be on _____)

This requirement is exempt of the 45-day timeframe to submit deficiencies. This requirement will be satisfied on the date of the onsite.

[Define/explain the specific deficiencies here.]

3. Missing Necessary Information (*The BLM can start, but cannot complete, the analysis until you submit the identified items within 2-years from the date we declare your APD complete or the BLM will deny your APD.*)

- Designation of Operator (*if Indian*)
- Other Surface Use Permits
- Water Management Plan
- Alternative Bonding
- Air Quality Modeling
- Other

[Define/explain the specific necessary information here.]

4. Additional steps/items needed to process the APD (*The BLM, other agencies, or you are responsible for the identified items. Due to staffing shortages and reduced funding, we are requesting that you submit these items to expedite the approval process.*)

- National Environmental Policy Act (NEPA) Analysis
 BLM responsible Other Agency responsible
- Cultural Resources Inventory
 Operator responsible BLM responsible Other Agency responsible
- Wildlife Survey
 Operator responsible BLM responsible Other Agency responsible
- Emissions Inventory
 Operator responsible BLM responsible Other Agency responsible
- Other
 Operator responsible BLM responsible Other Agency responsible

[Define/explain the additional steps/items here.]

5. APD is returned for the following reasons:

[Define/explain here.]

NOTE: The BLM will return your APD package to you, unless you correct all deficiencies identified above (item 2) within 45 calendar days.

- The BLM will not refund an APD processing fee or apply it to another APD for any returned APD.

Extension Requests:

- If you know you will not be able to meet the 45-day timeframe for reasons beyond your control, you must submit a written request through [*Insert your office's preferred format for this request*] for extension prior to the 45th calendar day from this notice [Insert due date here].
- The BLM will consider the extension request if you can demonstrate your diligence (providing reasons and examples of why the delay is occurring beyond your control) in attempting to correct the deficiencies and can provide a date by which you will correct the deficiencies. If the BLM determines that the request does not warrant an extension, the BLM will return the APD as incomplete after the 45 calendar days have elapsed.
 - The BLM will determine whether to grant an extension beyond the required 45 calendar days and will document this request in the well file. If you fail to submit deficiencies by the date defined in the extension request, the BLM will return the APD.

APDs Remaining Incomplete:

- If the APD is still not complete, the BLM will notify you and allow 10 additional business days to submit a written request to the BLM for an extension. The request must describe how you will address all outstanding deficiencies and the timeframe you request to complete the deficiencies.
 - The BLM will consider the extension request if you can prove your diligence (providing reasons and examples of why the delay is occurring) in attempting to correct the deficiencies and you can provide a date by which you will correct the deficiencies. If the BLM determines that the request does not warrant an additional extension, the BLM will return the APD as incomplete.

If you have any questions, please contact _____ (Name) at _____ (Phone number).

Sincerely,

Name
Title

cc: *If Indian*, BIA, Agency Name
If Tribal, Tribe Name
If Forest Service, USFS Office Name