

**STATE OF WEST VIRGINIA**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION, OFFICE OF OIL AND GAS**  
**NOTICE OF WELL WORK OR SITE PREPARATION**

**Notice Time Requirement:** The notice shall be provided within **SEVEN (7)** days but no less than **TWO (2)** days before commencement.

**Date of Notice:** \_\_\_\_\_ **Date of Well Work/Site Preparation:** \_\_\_\_\_

**Delivery method pursuant to West Virginia Code § 22-6A-10a**

- PERSONAL SERVICE     
  REGISTERED MAIL     
  METHOD OF DELIVERY THAT REQUIRES A RECEIPT OR SIGNATURE CONFIRMATION

Pursuant to West Virginia Code § 22-6A-10(h), the surface owners described in subdivisions (1), (2) and (4), subsection (b) of this section, and the coal owner, operator or lessee described in subdivision (3) of that subsection is also entitled to receive notice within seven days but no less than two days before commencement that well work or site preparation work that involves any disturbance of land is expected to commence.

Pursuant to W. Va. Code § 22-6A-10(h), the following, as described in W. Va. Code § 22-6A-10(b), must be noticed: (1) The owners of record of the surface of the tract on which the well is or is proposed to be located; (2) The owners of record of the surface tract or tracts overlying the oil and gas leasehold being developed by the proposed well work, if the surface tract is to be used for roads or other land disturbance as described in the erosion and sediment control plan submitted pursuant to subsection (c), section seven of this article; (4) The owners of record of the surface tract or tracts overlying the oil and gas leasehold being developed by the proposed well work, if the surface tract is to be used for the placement, construction, enlargement, alteration, repair, removal or abandonment of any impoundment or pit as described in section nine of this article; and (3) The coal owner, operator or lessee, in the event the tract of land on which the well proposed to be drilled is located [sic] is known to be underlain by one or more coal seams.

**Notice is hereby provided to:**

- |   |   |
|---|---|
| <input type="checkbox"/> SURFACE OWNER(s)<br>Name: _____<br>Address: _____<br>_____                                 | <input type="checkbox"/> SURFACE OWNER(s) (Impoundments/Pits)<br>Name: _____<br>Address: _____<br>_____ |
| <input type="checkbox"/> SURFACE OWNER(s) (Road and/or Other Disturbance)<br>Name: _____<br>Address: _____<br>_____ | <input type="checkbox"/> COAL OWNER, OPERATOR OR LESSEE<br>Name: _____<br>Address: _____<br>_____       |

\*Please attach additional forms if necessary

**Notice is hereby given:**

Pursuant to West Virginia Code § 22-6A-10(h), notice is hereby given that the undersigned well operator will be commencing well work or site preparation work that involves a disturbance of land.

**Notice is hereby given by:**

Well Operator: _____	Address: _____
Telephone: _____	Facsimile: _____
Email: _____	

Additional information related to horizontal drilling may be obtained from the Secretary, at the WV Department of Environmental Protection headquarters, located at 601 57<sup>th</sup> Street, SE, Charleston, WV 25304 (304-926-0450) or by visiting [www.dep.wv.gov/oil-and-gas/pages/default.aspx](http://www.dep.wv.gov/oil-and-gas/pages/default.aspx).

**Oil and Gas Privacy Notice:**

The Office of Oil and Gas processes your personal information, such as name, address and telephone number, as part of our regulatory duties. Your personal information may be disclosed to other State agencies or third parties in the normal course of business or as needed to comply with statutory or regulatory requirements, including Freedom of Information Act requests. Our office will appropriately secure your personal information. If you have any questions about our use or your personal information, please contact DEP's Chief Privacy Officer at [depprivacyofficer@wv.gov](mailto:depprivacyofficer@wv.gov).