

Production on Department Lands

Guidelines or steps in submitting a project request

1. Read Title 800:30-3.
2. Obtain a Performance Surety Bond if not one already on file with the Wildlife Lands and Minerals Office.
3. Operators requesting to drill need to provide the Department a copy of the corporate surety bond or letter of credit in the amount of Twenty-five thousand dollars that is on file with the Secretary of State of Oklahoma as required by Statute (Title 52, Chapter 4 Section 318.4)
4. Letter on company letterhead requesting permission to survey or to stake a project. The operator will be put in touch with the area biologist. If activity infringes on fragile or unique area(s) operators will be asked to modify project designs to preclude these areas.
5. Letter on company letterhead that describes the operators intent, location, drilling time and an area plat map that shows proposed location and dimension of (roads, drilling pad, service area).
6. Approved notice of intent to drill (Corporation Commission Form 1000).
7. The information in number 4 will be sent to the Oklahoma Archeological Survey Office (OASO). Written approval from the OASO must be provided to the Department before any type of soil disturbance is allowed.
8. The OASO letter may not require a field inspection skip to step 9. A copy of the letter will be scanned and emailed or a hard copy will be mailed. If a field inspection is required then it is the operator's responsibility to contract with an archeological consultant to conduct a field inspection. A list of archeological consultants working in the State of Oklahoma is available on the OASO website at <http://www.ou.edu/cas/archsur/crm.htm> When completed forward two copies of the report to the Wildlife Lands and Minerals Office.
9. The field inspection report will be sent back to the OASO for final review. A letter will be issued. A copy of the letter will be scanned and emailed or a hard copy will be mailed.
10. Depending on the project a surface damage agreement or easement along with stipulations and damages letter will be filled out and sent to the operator. Minimum damage and use charges are listed in 800:30-3-7. The Wildlife Department uses the Commissions of the Land Office Real Estate Division to evaluate and appraise damage charges.
11. The operator needs to have two copies of each agreement signed and returned with a check to the Wildlife Lands and Minerals Office.
12. The agreement(s) will be sent through the internal review process and be signed by the Director.
13. Once the agreement(s) are signed a copy will be scanned in and sent via email with notice to proceed. A hard copy will be put in the mail. Work cannot begin until the operator has the agreement signed by the Director in their hand.