



Idaho Oil & Gas Conservation Commission  
 Idaho Department of Lands  
 Agency Guidance Document  
 Oil and Gas Program  
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## **Process for Integration Applications: Administrative Procedures as per Idaho Code § 47-328**

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Updated: January 30, 2025

This guidance document is not a new law. This document is an interpretation of existing law, except as authorized by Idaho Code or incorporated into a contract.

### **Agency Contact**

Division Administrator – Minerals, Navigable Waters, Oil & Gas

### **Purpose**

To provide clear and consistent directions to Operators within the state of Idaho regarding procedures followed under Idaho Code § 47-328 after an integration application is submitted. These processes comply with existing Idaho law. Additional procedures and steps may also be included in individual applications based on other applicable law.

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## Process for Integration Applications

Abbreviation used:

- IDL – Idaho Department of Lands

### START

1. Application submitted with fee. Idaho Code §§ 47-316(3)(k) and 47-320(4)
2. Within 5 business days of application submittal, IDL notifies applicant if additional information is needed to evaluate the application. Idaho Code § 47-328(3)(a)
3. Within 7 calendar days of application submittal:
  - **Operator:**
    - Mails a copy of application, supporting documents, and notice of hearing date via certified mail to known and located uncommitted owners, working interest owners, and the county or city where the proposed unit is located. Idaho Code § 47-328(3)(b)
    - Publishes notice in a newspaper of general circulation in the county where the property is located. This includes notice of application with hearing date and response deadline for uncommitted owners and working interest owners who cannot be located. Idaho Code § 47-328(3)(b)
  - **IDL:** Publishes notice on IDL website. Idaho Code § 47-328(3)(b)
4. IDL issues notice of evidentiary hearing.
5. Uncommitted owner response deadline at least 14 calendar days before hearing. Idaho Code § 47-328(3)(b)
6. IDL holds evidentiary hearing at least 45 days after receiving application. Idaho Code § 47-328(3)(d)
7. Within 30 calendar days after evidentiary hearing, Written Decision on application issued. Idaho Code § 47-328(3)(e)

### FINISH

# Flowchart for Process for Integration Applications

(Does not include appeals to the Commission or to Judicial Review)

IDL – Idaho Department of Lands

