

# Instructions for Applying for a Cultivated Oyster Mariculture (COM) Permit via the On-Line Portal

#### Contents

Overview of Required Information Needed to Fill Out the Application On-Line to Cultivated Oyster Mariculture (COM) Permits	
Texas Parks and Wildlife Permitting On-Line Application Portal	3
Creating An Account	3
Applying Within the Portal	4
Home Screen	4
Permit Selection	4
Permitted Location Step 2 - Type Selection	5
Grow-Out (Farm) Selection Type	6
Grow-Out (Farm) Permitted Location Information	6
Grow-Out (Farm) Maps and Site Development Information Step 3	8
Grow-Out (Farm) Operations Questions and Answers Step 4	. 10
Grow-Out (Farm) Adjacent Property Owner's Information Step 5	. 11
Grow-Out (Farm) Application Summary and Final Steps	. 12
Nursery-Hatchery Selection Type	. 14
Nursery-Hatchery Permitted Location Information	. 14
Nursery-Hatchery Maps and Documents Uploads Step 3	. 16
Nursery-Hatchery Adjacent Property Owner's Information Step 4	. 17
Nursery-Hatchery Application Summary and Final Steps	. 18

# Overview of Required Information Needed to Fill Out the Application On-Line for Cultivated Oyster Mariculture (COM) Permits

- A) Applicant Information
- B) Site/Location Information
- C) Maps
- D) Gear Information
- E) Answers to Application Questions (Grow-Out/Farm Permits) or an Operation Plan (Nursery-Hatchery Permits)

See the documents that list the application questions for COM Grow-Out (Farm) facilities, or the details needed in Nursery-Hatchery operations plan.

**COM Grow-Out Application Questions** 

**COM Nursery-Hatchery Application Questions** 

F) Adjacent Property Information

Information on adjacent landowners is required if you are within 1,000 ft of shore

G) Natural Resource Survey Summary

The summary information on the survey conducted (see Natural Resource Survey instructions for details). You will not upload the photos or side-scan data through the online application portal. The COM permitting official will provide you with a link to a file sharing location for that upload.

H) Payment

A non-refundable \$200 application processing fee will be required. This can be paid through the portal or mailed into headquarters.

# Texas Parks and Wildlife Permitting On-Line Application Portal

From the Texas Cultivated Oyster Mariculture webpage you can click the button that links to the Texas Parks and Wildlife Permitting portal

Texas Parks and Wildlife Permitting

Or use this web address: https://apps.tpwd.texas.gov/permitting/login.faces

#### **Creating An Account**

This will take you to the Login page. If you do not have an account, click on the Create Account button.



If you click Create Account, you will then enter in your information and submit.

### Applying Within the Portal

#### **Home Screen**

1. After you have logged in you will see your account page. Under the 'Applications for Permits' section, click on the Apply button.

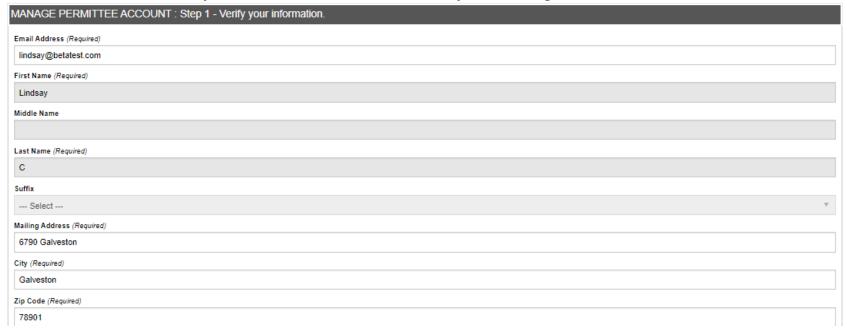


#### **Permit Selection**

2. You will be taken to a screen to select the type of permit you are applying for; click on the blue APPLY button next to Application for Cultivated Oyster Mariculture Permit.

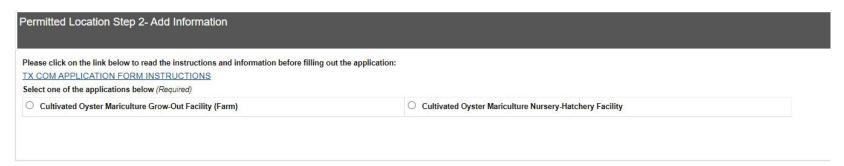


3. The first screen will be where you verify your Permittee information. If your business or mailing address is different from your personal address or the address you entered when created the account you can change it here. Then click CONTINUE at the bottom.



#### **Permitted Location Step 2 - Type Selection**

4. Select the type of site or facility you are applying for, either a Grow-Out (Farm) permit or a Nursery-Hatchery permit.



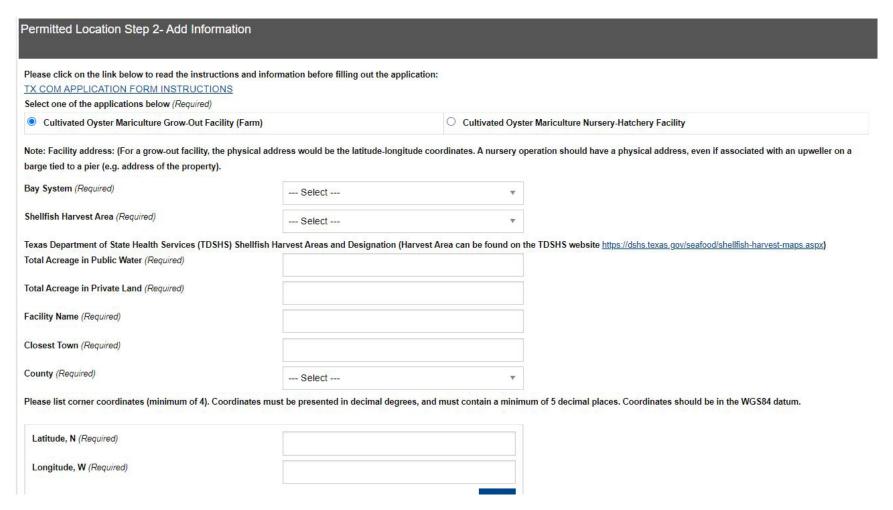
For Grow-Out (Farm) selection go to the next page of these instructions.

For Nursery-Hatchery selection skip to page 14 of these instructions.

## Grow-Out (Farm) Selection Type

#### **Grow-Out (Farm) Permitted Location Information**

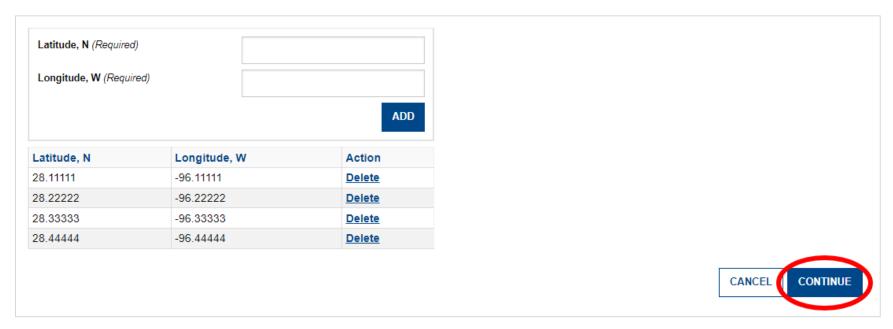
5. You will then enter in specifics about your location. If you have a business name enter it in the field for "Facility Name".



7. Enter your corner coordinates one at a time clicking the ADD button after each entry.

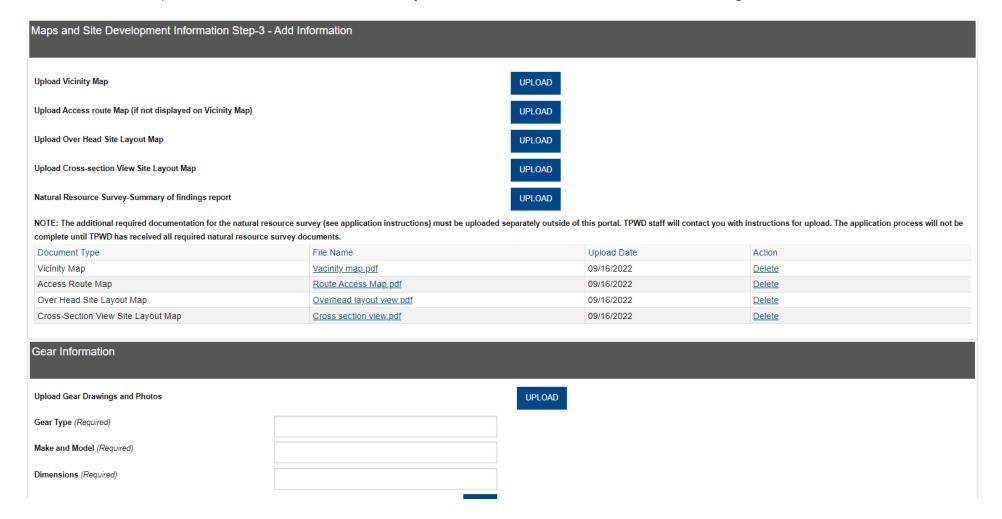


8. Once all your coordinates are entered click the CONTINUE button.



#### **Grow-Out (Farm) Maps and Site Development Information Step 3**

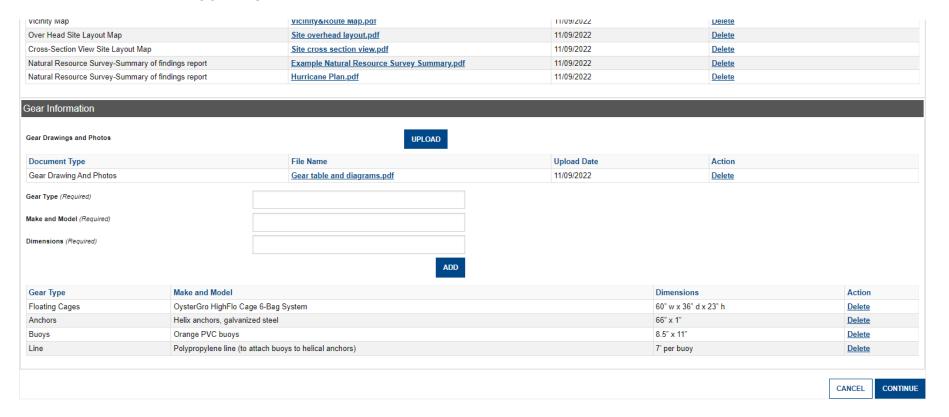
- 9. In this step you will upload your maps, cross-sections, Natural Resource Survey Summary, and your gear information. Select the UPLOAD button next to each item. A pop-up screen will let you navigate to your files by selecting "Choose File." You can also enter in a description of the file.
  - Preferred file types for your documents are PDF (A4 size) and image files.
  - As you add maps and documents they should appear in a table below the buttons.
  - For the "Natural Resource Survey—Summary of findings report" this should not include all your sample photos or side scan survey data. Only the summary report.
  - Files must be under 10MB in size to upload in the portal. If you file is too large you will see an error message. If your file size cannot be reduced or broken up into two different files, you can upload that file at the same link we provide you for your Natural Resource Survey files.
  - You can upload more than one file for each item, just select the UPLOAD button next to that item again.







- 10. You will add your gear information one at a time clicking the ADD button after each addition.
  - If you have diagrams or photos of the gear, you can also upload those here by clicking the UPLOAD button that will then have a pop-up screen like the maps section.
  - If you are copying and pasting information, it is advised to do so from a Word Document instead of from a PDF document.
  - The gear entries and any uploaded documents will show up in a table below the gear section. When you have completed all of your entries click the CONTINUE button.



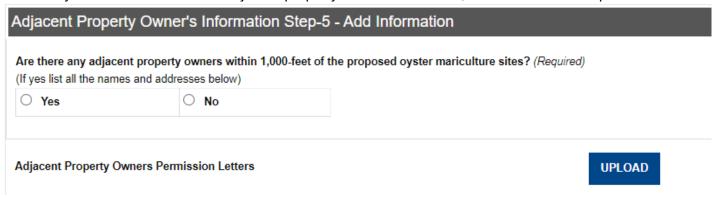
#### **Grow-Out (Farm) Operations Questions and Answers Step 4**

- 11. Enter in the answers to questions about your operations plans. When you are done click CONTINUE.
  - Please note, if you need to pause during this section you can go to the bottom and click SAVE AS DRAFT so you can come back later and your information will saved up to this point.

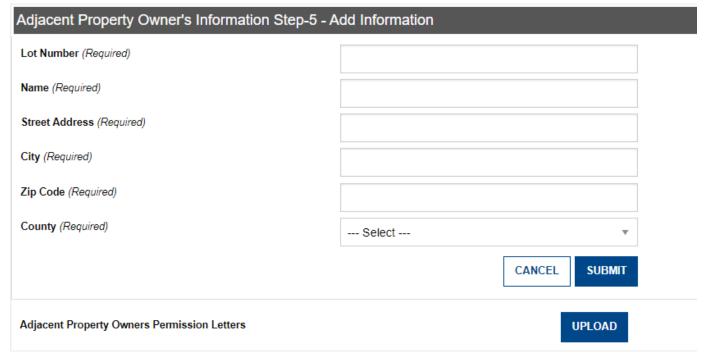
Operations Questions and Answers Step-4 - Add Information		
Instructions: If a question does not pertain in your proposed operations, please write not applicable or N/A.		
1. Please describe how the gear presented in the Gear Table is configured and operated. E.g. how do buoys, anchors, and cages attach to mainline? (Required)		
(If using floating cages, are bags inserted into cages, etc. This information can be supplemented by product brochures describing the operation of the gear)		
2. Please describe your proposed tending/maintenance and harvesting activities (i.e., elevating or flipping cages, methods for cleaning cages or raceways, tumbling, sorting, and harvesting, etc.). Please be sure to include the fo	llowing information, will good be tond	ad from boot
2. Please describe your proposed tending/maintenance and naivesting activities (i.e., elevating or hipping cages, memous for cleaning cages or faceways, tumbring, sorting, and harvesting, etc.). Please de sure to include the formal cages of faceways, tumbring, sorting, and harvesting, etc.).	mowing information; will gear be tend	eu irom boat
12. Please describe the gear (buoys, anchor, line, pilings, etc.) that will be used to demarcate the site boundary. (Required)		
	CANCEL SAVE AS DRAFT	CONTINUE

#### **Grow-Out (Farm) Adjacent Property Owner's Information Step 5**

12. If you have information on adjacent property owners click "Yes", if not click "No" and press CONTINUE.

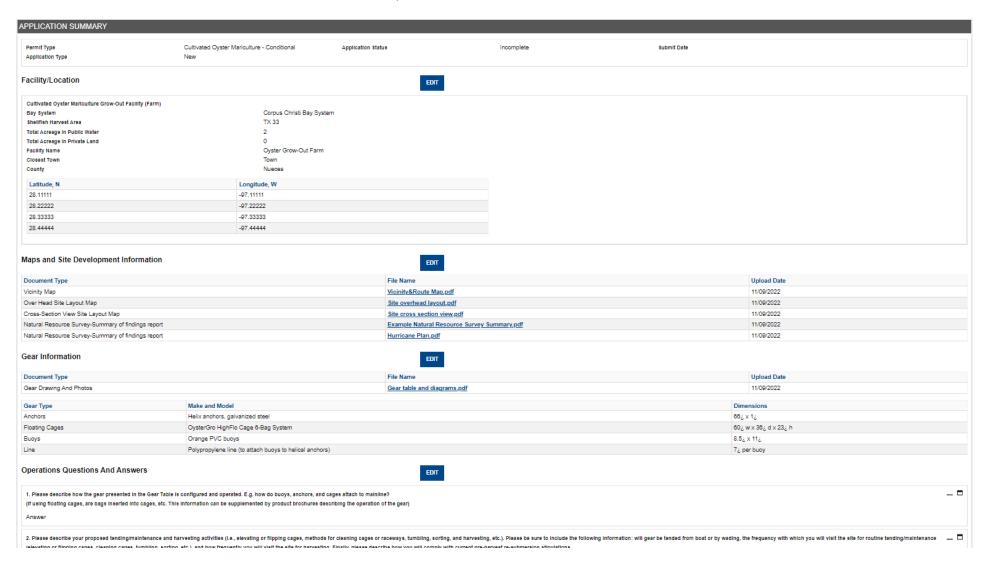


13. If you clicked "Yes" enter the information. Then press SUBMIT.



#### **Grow-Out (Farm) Application Summary and Final Steps**

14. Once you click CONTINUE, you will see the application summary screen. Review the information. If you need to edit any of the information, click the EDIT button above that section. Otherwise, click CONTINUE at the bottom.



#### 15. You will then be taken to the Permitting Agreement Screen

• Read the agreement. To continue with your application, check 'I Agree' and then press CONTINUE.

#### PERMITTING AGREEMENT: Step 6 Confirm the agreement.

I hereby certify that all the information provided is accurate and that I have read the rules pertaining to Cultivated Oyster Mariculture, including:

- 31 TAC Ch.58 Subchapter E
- · Parks and Wildlife Code Chapter 75
- TPWD COM Program Requirements.
- TPWD COM Biosecurity and Disease Certification Protocols
- I understand that under Texas Penal Code § 37.10, it is an offense to make a false statement on this form.
- Final authorization of the Cultivated Oyster Matriculture (COM) Permit is contingent upon receiving the appropriate permits, leases and or written authorization for Oyster Matriculture activities from the other Listed agencies.



Falsifying information on a government document is a criminal offense. Texas Penal Code Chapter 37, Section 37.10. Any person who knowingly makes a false entry in, or false alteration of a governmental record is guilty of a felony of third degree, punishable by confinement in jail for any term of not more than 10 years or less than 2 years and punishable by fine not to exceed \$10,000.

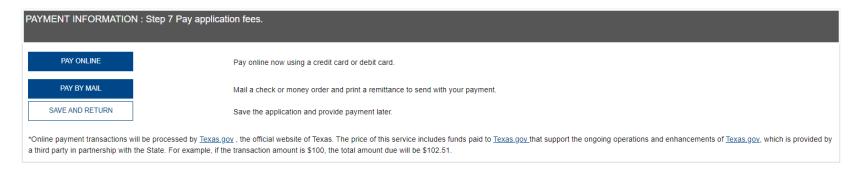
TPWD maintains the information collected through this internet application. With few exceptions, you are entitled to be informed about the information we collect, and you are allowed to receive and review the information in accordance with Texas Government Code Sections 552.021 and 552.023. Under Texas Government Code Section 559.004, you are also entitled to have certain information corrected.

Under Section 552.021 of the Texas Government Code, certain information submitted in this internet application may be considered public information and available to the public for review. Certain personally identifiable information, including driver's license number, social security number, and email is not public information and cannot be released. TPWD will comply with regulations in 31 Texas Administrative Code Chapter 51, Subchapter K, for any information stored in this internet application that may be nonrecreational customer information.



#### 16. And finally, the Payment Information Screen.

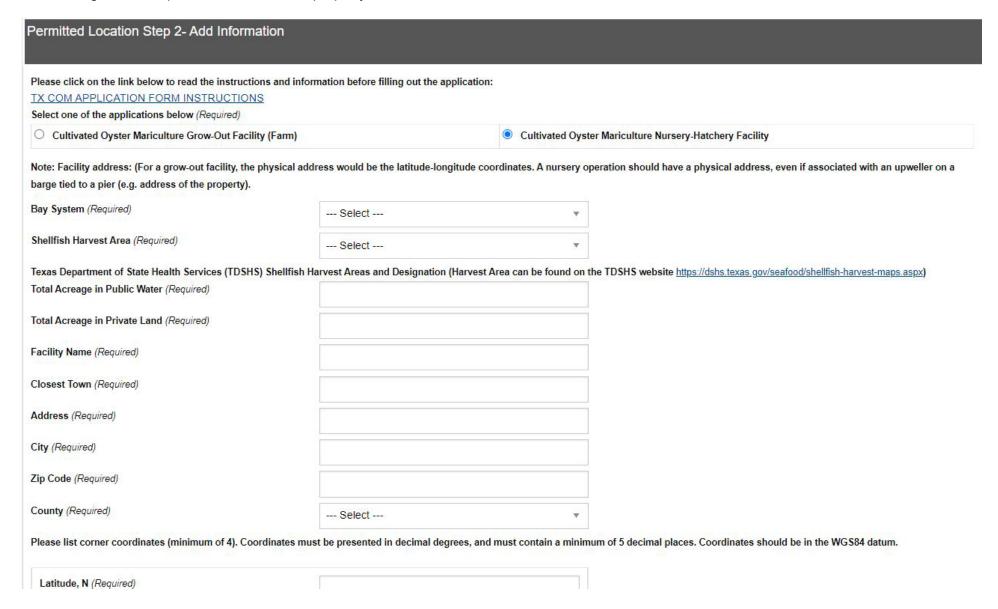
- Select PAY ONLINE to pay the application fee by credit card. Follow the on-screen prompts to complete the process.
- Select PAY BY MAIL to pay the application fee by check. Follow the on-screen prompts to download and print the remittance information.
- Select SAVE AND RETURN to return to your Home screen. Your application details are already saved and you can return to this screen later to choose a payment method.



## Nursery-Hatchery Selection Type

#### **Nursery-Hatchery Permitted Location Information**

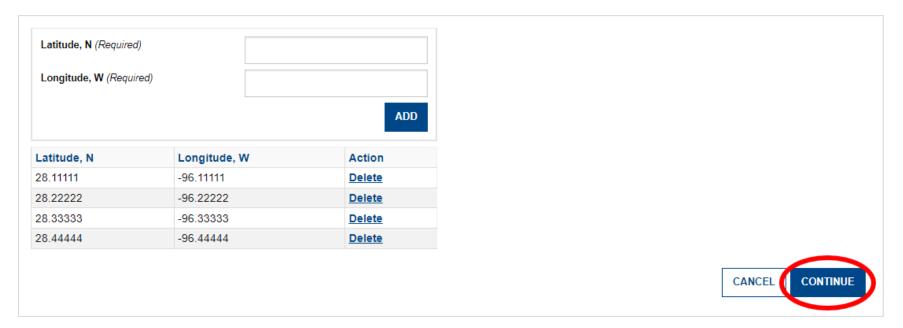
5. For a Nursery-Hatchery permit there are additional fields for the address of the location along with the coordinates. Even if your location is a barge tied to a pier there should be a property address associated with it.



6. Enter your corner coordinates one at a time clicking the ADD button after each entry.

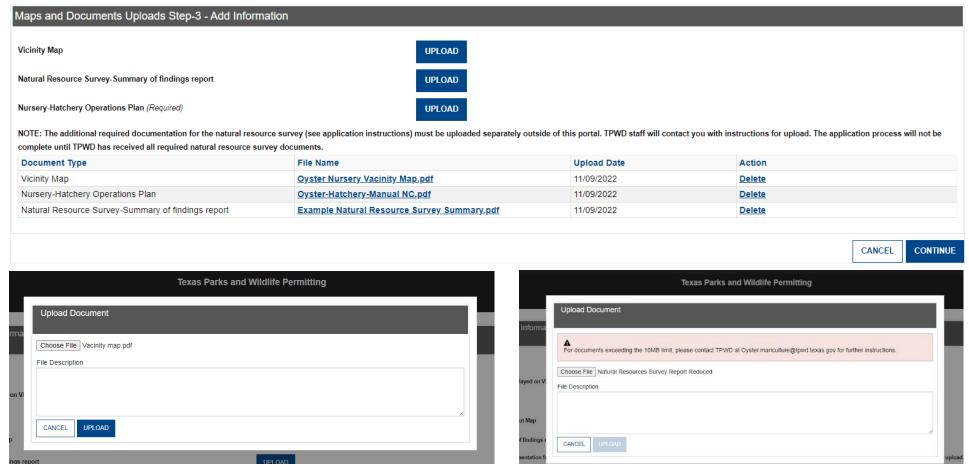


7. Once all your coordinates are entered click the CONTINUE button.



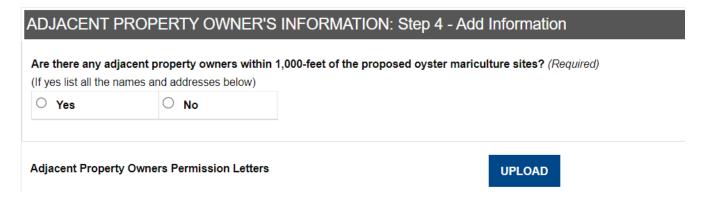
#### **Nursery-Hatchery Maps and Documents Uploads Step 3**

- 8. In this step you will upload your Vicinity Map, Natural Resource Survey Summary, and your Nursery-Hatchery Operations Plan. Select the UPLOAD button next to each item. A pop-up screen will let you navigate to your files by selecting "Choose File." You can also enter in a description of the file.
  - Preferred file types for your documents are PDF (A4 size) and image files.
  - As you add maps and documents they should appear in a table below the buttons.
  - For the "Natural Resource Survey—Summary of findings report" this should not include all your sample photos or side scan survey data. Only the summary report. Please save your report as a PDF file before you upload into the portal.
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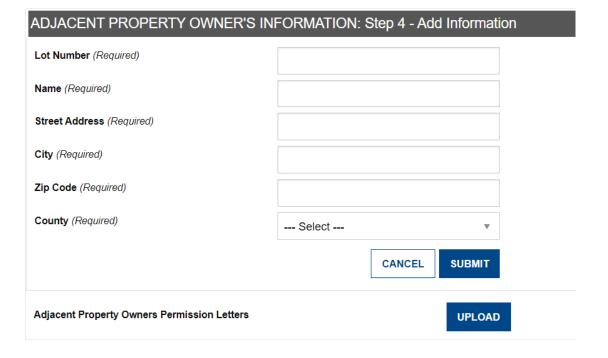


#### Nursery-Hatchery Adjacent Property Owner's Information Step 4

9. If you have information on adjacent property owners click "Yes", if not click "No" and press CONTINUE.

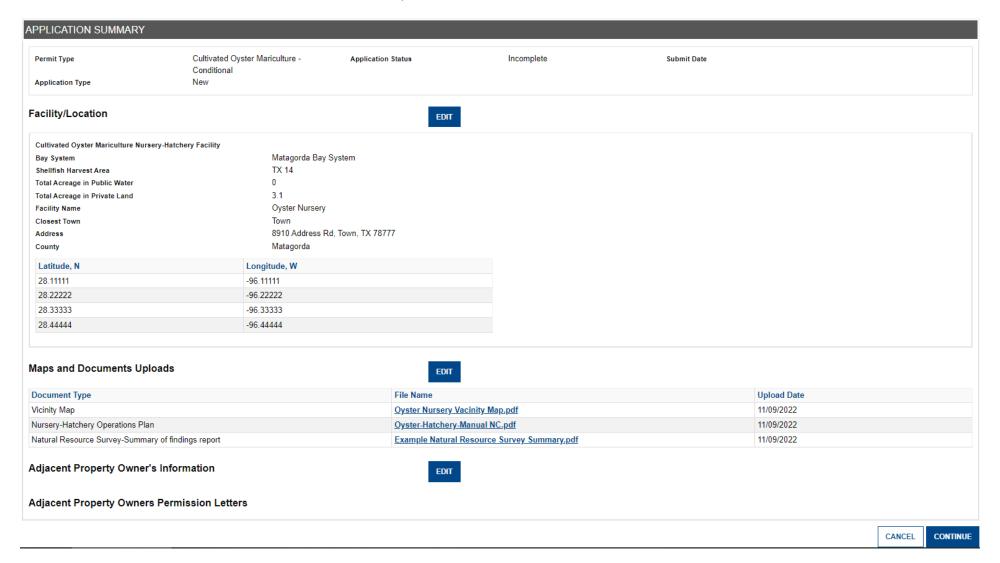


10. If you clicked "Yes" enter the information. Then press SUBMIT.



#### **Nursery-Hatchery Application Summary and Final Steps**

11. Once you click CONTINUE, you will see the application summary screen. Review the information. If you need to edit any of the information, click the EDIT button above that section. Otherwise, click CONTINUE at the bottom.



#### 12. You will then be taken to the Permitting Agreement Screen

Read the agreement. To continue with your application, check 'I Agree' and then press CONTINUE.

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CANCEL CONTINUE

#### 13. And finally, the Payment Information Screen.

- Select PAY ONLINE to pay the application fee by credit card. Follow the on-screen prompts to complete the process.
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