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**2018 OSSF Permit  
Application Fees**

**Residential**

Standard OSSF ..... \$510  
Non-Standard Engineered  
OSSF ..... \$610  
Aerobic OSSF ..... \$710

**Commercial**

Non-Aerobic OSSF ..... \$810  
Aerobic OSSF ..... \$910

**Subdivision Review**

Single Lot Review ..... \$100  
Subdivision Review ..... \$125  
per plat, plus \$20 per lot

**Note:** \$10.00 of the OSSF permit application fee is for the Texas Commission on Environmental Quality (TCEQ) Fund. Fees effective February 1, 2016. A certificate of compliance permit or floodplain development permit will be required with the County Engineer's office. If within the Edwards Aquifer Recharge Zone, the TCEQ may require a Water Pollution Abatement Plan.

# *On-Site Sewage Facility (OSSF) Guide for Williamson County*

## **OSSF Permit Application Procedures**

### **On-Site Sewage Facility (OSSF) Permit**

The Williamson County Engineer's office issues OSSF permits for Williamson County. In order to apply for a permit the property owner is required to submit a complete application packet. Including a warranty deed verifying ownership, a survey if not in a subdivision, a site evaluation and OSSF design, and the appropriate fees. The owner is requested to apply for the permit unless a notarized letter from the owner is provided giving permission to another person to apply on the owner's behalf. Williamson County Engineer's office will accept cash, checks, card, or a money order for the permit application fees. The permit application will be valid for one year from the date of purchase. Upon application, customer service representatives will process the application and create a tag with a unique permit number to be posted on site. Planning material, including a site evaluation and design, must be submitted for review by Williamson County Engineer's office. Construction cannot begin on the OSSF until an Authorization to Construct is granted by this office. Upon approval, a licensed Installer will request inspections at the critical phases of construction. Williamson County Engineer's staff inspects the OSSF at various points during the installation process. A final inspection must be passed and a notice of approval issued before the system can be used. The process of applying for the OSSF permit and receiving approval for installation can take some time; please initiate this process well in advance of construction to avoid delays.

### **Subdivision Review or Single Lot Review**

Williamson County staff will determine if the applicant needs to be referred to the Williamson County Engineer or a city platting authority for a determination of a subdivision review process exemption. If the property for which an OSSF permit is requested was not properly subdivided, it must first go through a subdivision platting process and a subdivision review with the Williamson County Engineer's office. A single lot review is required for properties newly created, but exempted from the subdivision requirements. All lots created after September 27, 1999, in Williamson County that utilize an OSSF must be at least one (1) acre, if served by public water, and two (2) acres, if not served by public water or if a private (individual) water supply is present. Facilities may be permitted on a lot smaller than the minimum, if lot sizing requirements were met at the time that the lot was created.

### **Overview**

On-site wastewater systems can effectively serve our wastewater needs. Current estimates project that approximately 30% of new homes are being served by on-site wastewater systems. Owners, Regulators, Site Evaluators, Designers and Installers work together to ensure that your system will function properly. To make sure your system functions properly the first step is to choose the most appropriate technology for the site. The system will then need to be actively maintained in order to keep your system working properly. We can create effective systems to protect public health and the environment by working together.

## Steps Necessary to Obtain an OSSF Permit

- 1. APPLICATION FOR OSSF PERMIT:** The applicant for an OSSF permit must provide a copy of the warranty deed and the survey with the permit application. If the person applying for the permit is not the owner, a notarized letter from the owner is required. OSSF permit applications must be submitted to the County Engineer's office at 3151 S E Inner Loop, Ste. B, Georgetown, TX 78626. The applicant must provide payment for the OSSF permit application at the time of application (cash, check, card, or money order). **Permits are valid for one year from the date of purchase.** At the time of application for an OSSF permit, a job site identification tag is provided which must be posted at the job site. This tag identifies the location of the property and the permit number, but does not give permission to build the structure or OSSF. The applicant will be asked to draw a map for directions to the property.
- 2. SITE AND SOIL EVALUATION:** At time of application the applicant must provide to the County Engineer's office a site evaluation that includes a soil report performed by a licensed Site Evaluator or Professional Engineer. Components of the site evaluation include evaluation of topography, subsoil type, subsoil texture, soil depth, restrictive horizons, and evidence of groundwater, flood hazards, wells, recharge features and setback requirements. For the site evaluation, the owner of the property is responsible to have excavated a minimum of two profile holes, 24 inches wide and five feet deep or to a solid rock layer. The holes must be located in opposite ends of the proposed drain field area. **The profile holes must remain open for the County Engineer's office verification of accuracy and completeness of the site evaluation.** The site evaluation report should include every OSSF type that is acceptable for the soil and site conditions. The site evaluation is crucial for determining the appropriate technologies that will be critical to the system's success. The site evaluation can be used by the property owner to discuss options for the proposed design and system type with the Designer.
- 3. PLAN DESIGN AND REVIEW:** Before submitting an application the owner must contact a Professional Engineer or Registered Sanitarian to design the OSSF in accordance with the site evaluation. Residential home owners or licensed Installers may prepare standard gravity flow type or evapotranspiration (ET) systems unless located within the 100 year floodplain or recharge zone. The design plan must address in detail all components of the OSSF such as tanks, drain fields, cleanouts, drainpipe configuration, valve placement, etc.. A scale site plan is required showing all setbacks, with any features identified that may affect the proper operation of the system. **Complete planning material including the design and site evaluation should be submitted at time of application.** Other supporting documents including legal lot determinations, water pollution abatement plans and certificate of compliance permits may be required. Plans for aerobic OSSF's should include a copy of the filed aerobic affidavit and service policy before the plan can be approved. The OSSF design and all supporting planning material is submitted to the County Engineer's office for review. The County Engineer's office will review designs in the order received. **The initial review process may take up to 30 days.** The review ensures the compliance with all jurisdictional rules and that good scientific practices are followed. An inspector will provide written confirmation of the results of the review to the owner and Designer.
- 4. AUTHORIZATION TO CONSTRUCT:** A written Authorization to Construct must be granted before construction on the system can begin. This authorization allows for the construction of the OSSF either by a licensed Installer or by the property owner if the structure is his/her own single family dwelling. A property owner must receive approval from the County Engineer's office to install a system.
- 5. SYSTEM CONSTRUCTION & INSPECTIONS:** The system must be built according to the design and approved planning materials. Any changes must have written approval by the Designer prior to construction and will require submittal of an "as-built" drawing for evaluation. The licensed Installer or homeowner is responsible for contacting the County Engineer's office requesting the appropriate inspections by County Engineer's staff at critical phases of installation. If extra inspections are required, additional fees will be charged. Extra inspections may be required if, for example, the system fails an inspection or the system is particularly complex. Except in cases of equipment breakdown or unexpected weather changes, Installers are expected to be ready for inspection during the morning or afternoon for which they arranged the inspection. An inspection green tag will be given to the Installer on site documenting approval or the need for any corrective action.
- 6. NOTICE OF APPROVAL:** Upon final approval and passing of all inspections a County Engineer's office Inspector will issue a License to Operate an OSSF in Williamson County.

## Minimum Required Separation Distances for OSSF (Table 1)

FROM	TO	DISTANCE
Private Well/Cistern	Septic Tank	50'
	Drainfield	100'
	Sewer pipe with watertight joints	20
Public Well	Septic tank/watertight sewer lines	50'
	Drainfield	150'
Water Supply Line & Irrigation Line	Tank, field or watertight sewer pipe	10'
Stream, Pond, Retention Pond, Lake	Tank	50'
	Drainfield	75'
	Surface spray application	50'
	Drip irrigation (application $R_a \leq 0.1$ )	25'
	Drip irrigation (application $R_a > 0.1$ )	75'
	Drip irrigation (with disinfection)	50'
Pool	Tank & field	5'
	Watertight sewer pipe	5'
	Surface spray application	25'
Foundation & Structure Not Occupied	Tanks & field	5'
	Sewer pipe with watertight joints	5'
	Surface spray application	0'
	Drip irrigation field	1' (0' w/ conditions)
Surface Improvement	Tank & field	5'
	Sewer pipe with watertight joints	0-5' sleeve
	Surface spray application	0'
	Drip irrigation	1' (0' w/ conditions)
Underground Easement	Tank, field, drip field, sewer pipe	1'
	Sprinkler head	1'
	Surface spray application	0' (not into)
Overhead Easement	Tanks, all field types, sewer pipe	1'*
	*No setbacks with permission granted from easement holder	
Drainage Easement, Detention Pond & Special Slopes (Slopes where seeps may occur)	Tank	5'
	Field	25'
	Sewer pipe with watertight joints	10'
	Surface spray application	10'
	Drip irrigation (application $R_a < 0.1$ )	10'
	Drip irrigation (application $R_a > 0.1$ )	25'
Property Lines & Occupied Structures	Tank & fields except surface applications	5'
	Surface spray application	20', 10'
Edwards Aquifer Recharge Features	Tank	50'
	Sewer pipe	50'
	Fields (except drip & lined ET)	150'

Table 1 distances do not supersede current minimum standards. See also 30 TAC Chapter 285 & OSSF Rules for the most current rules and setbacks. Private water line/wastewater crossings should be treated per 30 TAC Chapter 290.

## Summary

When choosing a site for an OSSF, Owners/Designers should consider several issues. The OSSF should be in a level area with ample sunshine. In addition, see table 1 for minimum setback distances that should be taken into account. Before you select a system type, a preconstruction site evaluation should be conducted by a licensed Site Evaluator or Professional Engineer. The site evaluation includes a soil evaluation, survey of lot and evaluation of suitability for a standard OSSF system. Owners are encouraged to be involved in the type of system and technologies for treatment and dispersal because they will be responsible for maintenance for their system. Typically, the water quality requirements for final dispersal determine what types of pretreatment can be used. Standard type gravity flow absorptive drainfields and evapotranspiration systems require only a 2-compartment septic tank and will have limited maintenance requirements. Non-standard systems with low pressure dose dispersal methods usually add a pump chamber and pump, which will require low maintenance and upkeep. Surface applications or systems utilizing drip irrigation tubing will typically require advanced treatment with disinfection devices, aerobic treatment units, sand filters, gravel filters or constructed wetlands. These treatment devices will require routine maintenance and will require an ongoing service policy with a licensed maintenance provider and additional permitting requirements including a renewal of the license with the County Engineer's office every 2 years.

### Treatment Type OSSF

TYPE	ADVANTAGES	DISADVANTAGES
Septic Tank (2 Compartment)	Low maintenance, no electrical components, low installation cost.	Low treatment.
Constructed Wetlands	No electrical components, high effluent treatment. May allow decreases from groundwater/restrictive layer setbacks.	Requires maintenance contract, affidavit and possibly disinfection. High installation costs. Some homeowner maintenance, upkeep and gardening.
Aerobic Treatment Unit (ATU)	High effluent treatment. Decreases groundwater/restrictive layer setbacks.	Requires maintenance contract, affidavit, and possible disinfection. Utilizes electricity for aerator, pumps, and alarms. High homeowner oversight.
Sand or Gravel Filters	Minimal electrical components. High effluent treatment and filtration. Decreases groundwater/restrictive layer setbacks.	High installation costs. Maintenance of sand filter varies with size of filter.

### Disposal Type OSSF

TYPE	ADVANTAGES	DISADVANTAGES
Standard Absorption	No requirements for electrical components, low maintenance costs, and low installation costs.	Increased setbacks from restrictive impermeable layers and ground water. Only allowed in suitable soil conditions.
Leaching Chambers / Gravel-less Pipe	Like standard system without rock or pipe. Increased storage capacity, low installation cost, reduction in size requirements.	Increased setbacks from restrictive impermeable layers and ground water. Possible increase over standard system depending on your area.
Standard Evapotranspiration	No electrical components, low maintenance cost.	Increased setbacks from restrictive layers and ground water. High installation cost. Large/dual drain field areas. Relies on evaporation for disposal.
Low Pressure Dose (LPD) Mound/LPD	Decreased setbacks from restrictive layers. Better treatment, even distribution. Low maintenance; no maintenance contract required.	Utilizes pump with some maintenance. Some have less storage capacity than standard systems. High installation cost for mound.
Drip Irrigation	Low groundwater/restrictive layer setbacks. High effluent treatment. More even distribution. Efficient irrigation at root zone of plants.	Utilizes pump or pump and compressor. Requires secondary treatment, maintenance contract, testing and reporting, filing of affidavit regarding special requirements. Higher maintenance cost and license renewals with the County Engineer's office.
Surface Irrigation	Low groundwater/restrictive layer setbacks. High treatment, low installation costs.	Utilizes pump or pump and compressor. Requires secondary treatment, maintenance contract, testing and reporting, disinfection and filing of affidavit. High maintenance cost. License renewals required.