



Williamson County Use Only

Permit # _____

Date: _____

Fees: _____ Initials: _____

Instructions for Submitting an On-Site Sewage Facility (OSSF) Application

The permitting process begins by submitting the application checklist, completed application, OSSF design, and soil evaluation, and appropriate fees to the County Engineer's office. Please contact the County Engineer's main office at 512.943.3330 with any questions or requests for more information.

Applications can be submitted in person, mailed to the Williamson County Engineer's office at **3151 S E Inner Loop, Ste. B, Georgetown, TX 78626**, or sent electronically to the OSSF general mailbox at **ossf@wilco.org**. For electronic attachments that are greater than 15 MB please contact the County Engineer's main office for access to the online portal.

General Information: Fill out the OSSF application completely, including the legal description of the property, water source, flood zone and inclusion within the Edwards Aquifer Recharge Zone (EARZ). See more information about the legal description below.

- Contact the Williamson County Clerk's office at 512.943.1515 to obtain a copy of the property's Warranty Deed.
- **Contact the Williamson County (911) Addressing office at 512.943.3708 to verify or obtain a site address.**
- For assistance on determining if a property is within a flood zone or the Edwards Aquifer Recharge Zone, please call 512.943.3330.

Owner Information: The property owner's name and contact information, including a valid mailing address, must be included for correspondence. If another person is applying on the owner's behalf their contact information should be entered into the Applicant Information located below the Owner Information section.

Property Information: A property's legal description can typically be found on the Warranty Deed. If the property is located within a recorded subdivision the legal description will include the subdivision name, lot number, block, and section number. If the property is not located within a recorded subdivision the amount of acreage and the survey name will serve as the legal description.

Submittal Fees: Fees range from \$510.00 to 710.00 for residential systems, or \$810.00 to \$910.00 for commercial systems. Additional fees may be due after the OSSF design has been reviewed.

Commercial Applications: All commercial applications must include a completed commercial questionnaire. Commercial structures include everything but a single-family residence. Structures located in the Edwards Aquifer Recharge Zone (EARZ) must complete a water pollution abatement plan with the Texas Commission on Environmental Quality (TCEQ) before an authorization to construct the OSSF can be granted. See TCEQ's Williamson County EARZ map to determine if a WPAP is required, link below.

OSSF Application Fees	
Residential:	
Conventional OSSF	\$510.00
Non-Conventional/Non-ATU OSSF	\$610.00
Aerobic OSSF	\$710.00
Commercial:	
Commercial Non-Aerobic OSSF	\$810.00
Commercial Aerobic (ATU) OSSF	\$910.00

Other Information and Contacts:

OSSF Website
www.wilco.com/ossf

TCEQ Contact
Edwards Group Regional Office: 512.339.2929

TCEQ Williamson County EARZ Map
www.tceq.texas.gov/gis/edwards-viewer.html

On-Site Sewage Facility (OSSF) Application Requirements Checklist

If you are installing a new OSSF or modifying an existing OSSF on your property, an application is required. Please use this checklist to assist with your application. Complete this checklist and submit a copy with the OSSF application. A complete packet with all required submittal items is required before the County Engineer's office can begin the application process. Staff is available to answer any questions at 512.943.3330. Applications are accepted Mon - Fri, 8:00am - 4:30pm.

SUBMITTAL REQUIREMENTS CHECKLIST:

- Warranty Deed.
- Completed OSSF Permit Application. Applications shall be in the owner's name, and signed by the property owner or authorized agent. This also pertains to commercial applications.
- Required application/review fees. Checks should be made payable to Williamson County OSSF.
- Applicants who are not the property owner must have a signed authorization letter from the property owner giving the applicant permission to apply on their behalf.
- Survey of property if not within a recorded subdivision.
- If not within a recorded subdivision, contact Williamson County Land Development (512-943-3330) for a legal lot determination (*is the land exempt from required platting?*)
- OSSF Soil/Site Evaluation Form.
- Design - For a standard OSSF, the design may be prepared and submitted by the owner or a licensed installer. Proprietary, non-standard or designs over the Edwards Aquifer Recharge Zone or in the 100 year floodplain must be submitted by a Texas Registered Sanitarian or Texas Professional Engineer. (30 TAC Sec. 285.4).
- If aerobic or requiring routine maintenance, include a copy of the maintenance and monitoring contract signed by owner and provider.
- If aerobic or requiring routine maintenance, include a copy of the County Engineer's aerobic affidavit stamped with a document number or filing verification by the County Clerk's office at 405 MLK St., Georgetown, TX 78626. Affidavit must be signed by the owner.

ADDITIONAL REQUIREMENTS FOR COMMERCIAL APPLICATIONS:

- Commercial applications will require the submittal of commercial questionnaire or separate letter itemizing the proposed use.
- Prior to approval of commercial OSSF plans over the Edwards Aquifer Recharge Zone, a copy of an approved water pollution abatement plan (WPAP) from the Texas Commission on Environmental Quality (TCEQ) is required (30 TAC Sec. 285.7).

