

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).