

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