

**Department of Infrastructure**  
**County Engineer's Office**  
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**To:** General Public  
**Re:** OSSF Requirements for Single Lot Subdivisions  
**From:** Williamson County Engineer's Office

Lots that have been newly created but exempted from a complete subdivision review must still complete an environmental review as required by the Texas Commission on Environmental Quality (TCEQ). In order to complete the environmental review, a registered sanitarian (R.S.) or professional engineer (P.E.) must submit information regarding site suitability for on-site sewage facilities. Properties over 5 acres which were exempted from subdivision review requirements due to the family grant exemption may also be exempted from this review. OSSF permits for newly created lots cannot be granted until the following information has been submitted to this office.

- Provide a copy of a professional survey that addresses square footage of the lot. All existing structures with water & electric service must be shown on the survey or OSSF design.
- Provide a map to the property in relationship to major roads.

A qualified R.S. or P.E. can provide the additional items described below.

- Indicate if property is located within 100-year flood plain. Flood plain must be shown on the site plan.
- Indicate if property is or is not located within the Edwards Aquifer Recharge Zone.
- Provide a drainage plan. This report must include how drainage patterns will or will not affect the proper function of the OSSF. This report must show any drainage improvements needed to ensure that the lot would have positive drainage, meaning that water will not pool on lot. The report must state if positive drainage already exists.
- Indicate if the lot is served by private wells, public wells, or a public water supply. A minimum of 1 acre of surface area is required for each house if served by public water. A minimum of 2 acres of surface area is required per residence if served by private well.
- If lot is to be served by a water company and the lot is less than 2 acres, then a letter will be needed from the Water Company stating that it has the capability and capacity to serve water to said lot.
- If lot is to be served by wells, the well locations must be located on the survey with the required 100-foot sanitary easement labeled. Wells must be located a minimum of 50 feet from all property lines. If the sanitary easement encroaches on neighboring properties, a letter of easement acceptance is required from affected property owner.
- Provide a topographic map or state direction and percentage of slope on the lot. Additional topographic information may be required depending on the nature of the lot and system location.
- A subsoil and groundwater report must be submitted that indicates the depth and type of soils, depth to rock or other restrictive layers, depth to groundwater or evidence of groundwater (mottling). Two test holes are required for the installation of septic system. These holes are to be a depth of at least 5 feet and must be left uncovered for Williamson County inspectors to evaluate.
- Provide a report detailing the types of OSSF to be considered for this lot.
- Indicate 75-foot setbacks from creeks, lakes, drainage-ways, and drainage easements. Indicate 25-foot setbacks from breaks in grade. Indicate 150-foot setbacks from recharge features.

Once all required criteria have been submitted to this office, the design can be reviewed for approval.