

**Charles McDonald**  
**Designated Representative**  
**Coleman, Concho, Edwards, Menard, Schleicher & Sutton Counties, City of Eden**  
**4826 Red Oak Ln.**  
**San Angelo, TX 76904**  
**325-456-4607 Bus. & Cell**  
**325-227-6333 Fax #**  
**Lic. # OS0007644**

### **Sutton County OSSF Permit**

Permit fee for a single-family residence is \$400.00. All other types of facilities are \$400.00. All systems are required to be permitted. Make the check out to Sutton County. Send the application and check to the above address.

### **Note**

There are 4 pages to the application. All four pages **MUST** be filled out. **DO NOT** send an application in that has the words **"SEE ATTACHED or SEE DESIGN"** written in any blank space on the application. It will be sent back and the ATC will not be issued. Legal descriptions are a must. Go to the county appraisal district office and ask for a copy of your clients **CAD CARD**. The information you need is on this document. Last item, a respectable drawing needs to be with the application as well.

### **RS&PE**

Most of you have your own forms for your site evaluation. You may substitute your form for the ones in the permit. However, page #2 (technical information) needs to be filled out no matter how many times this information shows up in your design information. Once again, do not want to see the words **"SEE ATTACHED or SEE DESIGN"** in any of the blanks on page 1 & 2 of the permit.

Any questions, call 325-456-4607

**Charles McDonald**  
**DR Sutton County**

# SUTTON COUNTY

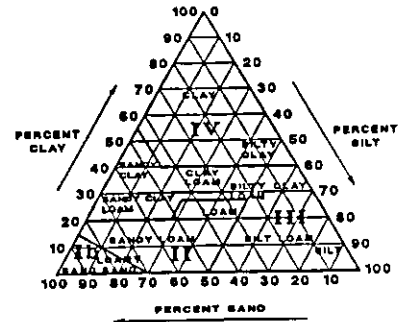
## OSSF SITE EVALUATION AND PLANNING MATERIALS CHECKLIST

OWNER'S NAME \_\_\_\_\_ Date: \_\_\_\_\_

The following information must be submitted with the design package for review by the permitting authority.  
 Failure to include or address all of the following items may result in approval delays.

1. **SOIL/SITE EVALUATION:** A minimum of two soil borings or backhoe pits must be excavated at opposite ends of the proposed disposal area. The borings or pits must be excavated to a depth of two feet below the proposed excavation of the disposal area, or to a restrictive horizon, whichever is less. Two copies of the analysis results and the drawing must be submitted. The following information must be included:

- A. Depth of soil boring or backhoe pit.
- B. Soil texture analysis. List the soil class.
- C. Gravel analysis (if applicable).
- D. Restrictive horizons analysis.
- E. Groundwater evaluation.
- F. Topography.
- G. Flood hazard.
- H. Vegetation.
- I. Location of water wells, existing or proposed, and on adjacent properties.
- J. Location of any streams, ponds, lakes, rivers, creeks or slopes that impact the site.
- K. Location of foundations, buildings, surface improvements, property lines, easements, swimming pools, and other structures existing or proposed.



Clay - Smaller than 0.002 mm in diameter  
 Silt - 0.05 to 0.002 mm in diameter  
 Sand - 2.0 to 0.05 mm in diameter  
 Gravel - Greater than 2.0 mm in diameter  
*mm = millimeter*

Note 1: Sand shall be free of organic matter and shall be composed of silica, quartz, mica, or any other stable mineral.

Note 2: Class Ia soils contain more than 30% gravel; therefore, they are not portrayed on the soil triangle.

Adopted January 20, 1997      Effective February 5, 1997

2. **PLANNING MATERIALS:** Submit two copies of the proposed treatment and disposal construction design. The following design criteria must be prepared and submitted for review:

- A. A scale drawing of the on-site sewage facility, showing all structures served.
- B. Materials prepared by a professional engineer or professional sanitarian must have appropriate seal, date, and signature.
- C. Proposed designs must clearly indicate property lines and the location of all water wells.
- D. Site plans must show streams, ponds, lakes, rivers, creeks, and slopes.
- E. Site plans must show surface improvements, easements, swimming pools, and any other structure existing or proposed.
- F. All separation distances identified in Table X must be shown.
- G. A sectional view of the tanks, including a pump tank detail, and excavations must be submitted.

# SUTTON COUNTY

## APPLICATION REQUIREMENTS FOR ON-SITE SEWAGE FACILITY PERMITS

**SINGLE FAMILY DWELLING, FEE: \$400.00**

**ALL OTHER TYPE FACILITIES, FEE: \$400.00**  
**(Commercial, multi-unit, residential development)**

- Obtain an application from the Sutton County Judge's Office
- A licensed soil/site evaluator must conduct a complete site evaluation.  
A detailed report, documenting the results of the soil and site conditions, must be submitted with the application.
- Have planning materials prepared by the required individual.
  - Standard systems may be prepared by the owner or the installer.
  - Non-standard and proprietary systems must be prepared by a professional engineer (P.E.) or a professional registered sanitarian (R.S.)
- Submit the completed application and technical information sheets 1&2.  
Remit the appropriate fee and two copies each of the following: soil/site evaluation results; all planning materials; a recorded affidavit (if required); a signed maintenance contract (if required), and applicable subdivision or site plat information.
- Driving directions to the site should also be included.
- The submitted application and planning materials will be reviewed by the Sutton County Designated Representative (DR). Non-standard planning materials may be reviewed by the TCEQ central office staff in Austin if necessary or upon request by the TCEQ Region 8 Office.
- If approved, an Authorization to Construct (ATC) will be issued in writing. The Authorization to Construct is valid for one year from the date of issuance.
- The installer must notify the Sutton County Designated Representative (DR) at least five working days before the date of the construction inspection.
- All excavations must be left open until the inspection has been completed.
- If the installation is approved, a Notice of Approval (NOA) will be issued in writing, to the owner within seven days.
- NOTE: If a reinspection of the system is required, a fee equal to ½ the original permit fee must be paid by the installer for each time the system is reinspected. All fees must be paid before a Notice of Approval will be issued as final approval.

**ALL FEES ARE NON-REFUNDABLE AND MUST BE PAID BY CHECK OR MONEY ORDER. CASH WILL NOT BE ACCEPTED.**

**PAYMENTS MUST BE MADE PAYABLE TO SUTTON COUNTY.**

**SUTTON COUNTY**  
**APPLICATION FOR ON-SITE SEWAGE FACILITY**  
**NEW CONSTRUCTION**

<b>COUNTY USE ONLY</b>
DATE _____
AMOUNT _____

\_\_\_\_\_  
APPLICATION NUMBER

1. PROPERTY OWNER'S NAME: \_\_\_\_\_  
(Last) (First) (Middle)
2. CURRENT MAILING ADDRESS: \_\_\_\_\_
3. DAYTIME TELEPHONE NO.: (\_\_\_\_\_) \_\_\_\_\_
4. SITE ADDRESS: \_\_\_\_\_
5. LEGAL DESCRIPTION: Sec. \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Plat Date \_\_\_\_\_  
SUBDIVISION: \_\_\_\_\_  
OTHER THAN SUBDIVISION: Acreage: \_\_\_\_\_ Survey Name: \_\_\_\_\_  
Abstract Name/No.: \_\_\_\_\_
6. SOURCE OF WATER:  
 Private Well  
 Public Water Supply \_\_\_\_\_  
(Name of Supplier)
7. SINGLE FAMILY RESIDENCE: No. of Bedrooms \_\_\_\_\_ Living Area (ft<sup>2</sup>) \_\_\_\_\_
8. COMMERCIAL/INSTITUTIONAL (including multi-family residences) TYPE: \_\_\_\_\_  
NO. OF EMPLOYEES/OCCUPANTS/UNITS: \_\_\_\_\_ DAYS OCCUPIED PER WEEK: \_\_\_\_\_
9. SITE EVALUATOR: \_\_\_\_\_ LICENSE NO. \_\_\_\_\_  
PHONE NO.: \_\_\_\_\_
10. DESIGNER: \_\_\_\_\_ LICENSE NO. (PE or RS) \_\_\_\_\_  
PHONE NO.: \_\_\_\_\_
11. INSTALLER: \_\_\_\_\_ LICENSE NO. \_\_\_\_\_  
PHONE NO.: \_\_\_\_\_

**I certify that the above statements are true and correct to the best of my knowledge. Authorization is hereby given to the SUTTON COUNTY AA/DR to enter upon the above described property for the purpose of soil/site evaluation and investigation of an on-site sewage facility.**

12. \_\_\_\_\_ (SIGNATURE OF OWNER) \_\_\_\_\_ (DATE)

**SUTTON COUNTY  
ON-SITE SEWAGE FACILITY  
TECHNICAL INFORMATION FOR PERMIT**

APPLICATION # \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

**DO NOT BEGIN CONSTRUCTION PRIOR TO APPLICATION APPROVAL.  
UNAUTHORIZED CONSTRUCTION CAN RESULT IN CIVIL AND/OR ADMINISTRATIVE PENALTIES.**

OWNER'S NAME: \_\_\_\_\_ SUTTON COUNTY

Professional design required?:  Yes  No If yes, professional design attached:  Yes  No

**I. SEWER (House drain):**

TYPE AND SIZE OF PIPE: \_\_\_\_\_ SLOPE OF SEWER PIPE TO TANK: \_\_\_\_\_

**II. DAILY WASTEWATER USAGE RATE: Q=\_\_\_\_\_ (gallons/day)**

WATER SAVING DEVICES:  Yes  No

**III. TREATMENT UNIT:**  Septic Tank  Aerobic Unit

- A. • TANK DIMENSIONS: \_\_\_\_\_ • LIQUID DEPTH (BOTTOM OF TANK TO OUTLET): \_\_\_\_\_  
• SIZE REQUIRED: \_\_\_\_\_ • SIZE PROPOSED: \_\_\_\_\_  
• MANUFACTURER: \_\_\_\_\_ • MATERIAL/MODEL #: \_\_\_\_\_  
• PRETREATMENT TANK:  Yes SIZE: \_\_\_\_\_ (gal)  No  NA

B. OTHER: \_\_\_\_\_

(Please attach description)

**IV. DISPOSAL SYSTEM:**

TYPE: \_\_\_\_\_ • AREA REQUIRED: \_\_\_\_\_  
• AREA PROPOSED: \_\_\_\_\_

**V. ADDITIONAL INFORMATION:**

**NOTE - THIS INFORMATION MUST BE ATTACHED FOR REVIEW TO BE COMPLETED.**

A. SOIL/SITE EVALUATION

B. PLANNING MATERIALS

**The attached checklist details those items that must be addressed under each of these categories.**

\_\_\_\_\_  
DESIGNER'S SIGNATURE

\_\_\_\_\_  
LICENSE NO.

\_\_\_\_\_  
DATE

**SUTTON COUNTY  
SOIL/ SITE EVALUATION AND PLANNING MATERIALS  
FOR AN ON-SITE SEWAGE FACILITY**

The following information must be submitted with the design package for review by the local Sutton County Authorized Agent's Designated Representative. Failure to include or address all of the following items may result in approval delays.

Application No. \_\_\_\_\_

Applicant/Site Information		Site Evaluator Information	
Name		Name	
Address		Address	
City, State, Zip		City, State, Zip	
Phone No.		Phone No.	
County		License No.	

Additional information:

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**SITE EVALUATION:** A minimum of two soil borings or backhoe pits must be excavated at opposite ends of the proposed disposal area. The borings or pits must be excavated to a depth of two feet below the proposed excavation, or to a restrictive horizon, whichever is less. The boring or pit locations must be indicated. This report shall include a groundwater evaluation, a surface drainage analysis, and all applicable minimum separation requirements.

**PLANNING MATERIALS:** The proposed treatment and disposal system shall be prepared based on the site evaluation. The submittal requirements must include the following details.

- A scale drawing of the on-site sewage facility, showing all structures served.
- Submittals prepared by a professional engineer or professional sanitarian must be sealed, dated, and signed.
- Proposed designs must comply with all separation distances identified in Table X.
- A sectional view of the tanks, including pump tanks, and excavations must be submitted.


Soil Boring/Backhoe Pit Number: _____ #1						
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0						
1						
2						
3						
4						
5						
6						
7						

Soil Boring/Backhoe Pit Number: # 2

Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0						
1						
2						
3						
4						
5						
6						
7						

**Schematic of Lot or Tract / Site Drawing**  
Scale: 1 inch = 50 feet/or appropriate

Compass North



A large rectangular box intended for a site drawing. It contains a compass rose symbol in the top left corner, labeled "Compass North". The rest of the box is blank.

I certify that the results of this report are based on my site observations and are accurate to the best of my ability.

Signature: \_\_\_\_\_  
(Site Evaluator)

Date: \_\_\_\_\_