



VAN ZANDT COUNTY, TEXAS

OSSF Application

How to obtain a Van Zandt County permit for an On-Site Sewage Facility (OSSF)

Minimum lot size: One (1) acre property:

Contact Van Zandt County Fire Marshal's Office concerning:

- Lots that **do not meet** the above criteria
 - Lots under one (1) acre, **must** provide a variance with date of Plat
- Irregular and/or Undersized Lots, Substantial variances to the "Construction Standards",
- Unconventional design, or innovative systems **must** have **appropriate** supporting documents.

Application is to be complete and legible, if staff deems the application and/or documents to be unreadable, the application will not be accepted

Check appropriate boxes to indicate Type of Permit:

- Residential, Commercial
- Conventional or Aerobic
- Replace Existing, Modification, Repair, Hook-Up/Add-On, Specify

Applicant Information

- **ALL** fields shall be completed on the application. Non-applicable (N/A) will only be accepted when there is no information available.
- 'Same' for the mailing address is acceptable if the mailing address is the same as the site address.

Property Information

- **ALL** fields shall be completed on the application and affidavit. The GEO, Property Id and Precinct are all found on the Van Zandt County CAD

Brief System Information

Professional Certification Information

- Complete Information on the Site Evaluator, Designer, and Installer.

Signature Page

- Owner/Co-Owner's name and signature in spaces provided.

Supporting Documents

- Two-Year maintenance Contract (*Not required for Conventional or LPD systems*)
 - Acknowledgement of OSSF Maintenance and Management Practices of water conservation measures along with additional and/or supporting documents
 - Renewal Service Policy for an On-Site Sewage Facility Treatment System
 - **NOTE:** It is the responsibility of the homeowner to renew the maintenance contract 30 days prior to expiration
- Site Evaluation Report – *Original Signature, date, and seal*



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- Technical Information sheet
- Complete Design of System – *scaled with Original Signature of RS or PE*
- Warranty Deed showing Ownership of Property
 - If more than one Resident on property
 - Letter of Familial Relation
 - Letter from ETCOG with new 911 address
 - Letter from Water Company establishing separate meter.
- Affidavit filed with the County Clerk (ALL spaces must have correct information and be filled in
 - Not required for conventional systems
- If a variance is required, it must be submitted at time of application.
 - TCEQ 285.3B(2) and 285.3H

Soil Evaluation

At least two soil evaluations must be performed on the site, at opposite ends of the disposal area. Please show the results of each soil evaluation on separate tables. Locations of soil evaluations must be shown on site drawing.

For subsurface disposal, soil evaluation shall be performed to a depth of at least 2 ft below the proposed excavation depth.

For surface disposal, the surface horizon shall be evaluated.

Please describe each soil horizon and identify any restrictive features.

A gravel analysis is required, for Class II and III solids (Chapter 285.30(b))

Site Evaluation

Professional-Quality scaled drawing of the proposed system on the site along with the following required items listed below. Drawings that do not contain these items will not be accepted.

- ❖ North arrow
- ❖ Adjacent streets
- ❖ Name of subdivision/legal description and survey of property
- ❖ Direction of slope along with percentage slope (including sharp slopes, if any)
- ❖ Property lines
- ❖ Building setbacks
- ❖ Utility easements
- ❖ Location of any floodplain if any
- ❖ Location of ALL proposed structures and label with area in square feet, including residential dwelling, accessory buildings, swimming pools, shops, etc.
- ❖ Label and locate natural, constructed, or proposed drainage ways, water impoundment areas, cut or fill banks
- ❖ Label and locate all existing or proposed water wells, along with area and depth
- ❖ Label and locate numbered soil boring and dug pits (show distance of each hole from property line or other discernible point)
- ❖ Distance between system and all proposed improvements.
- ❖ Distance to nearest property lines
- ❖ Radius of spray areas
- ❖ Designer signature and seal
- ❖ Any other information that may be useful in helping process this application or requested by the Inspector
 - Presence of 100-year flood zone
 - Presence of upper water shed.
 - Presence of adjacent ponds, streams, water impoundment areas
 - Existing or proposed water well in nearby area



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Submission of Application

Submit complete Application, Supporting Documents, and correct fee to the Van Zandt County's Fire Marshal's office. The accepted submitted permit and proof of payment will be given to the Designated Representative for review. All applications will be approved or denied within 30 days of receipt. Either an ATC or a letter of denial will be emailed to the Installer listed on the application.

SUBMIT APPLICATION and Fee to:

Van Zandt County Fire Marshal's Office
24634 State Highway 64
Canton, TX 75103

Authorize to Construct (ATC)

Once the application is accepted the Designated Representative (DR) will review ALL documentation and either issue an ATC letter, request for clarification, require more information, or issue a rejection letter with cause.

DO NOT BEGIN CONSTRUCTION PRIOR TO OBTAINING AUTHORIZATION TO CONSTRUCT (ATC). THE RECEIPT FOR PAYMENT IS NOT AN ATC. UNAUTHORIZED CONSTRUCTION CAN RESULT IN CIVIL AND/OR ADMINISTRATIVE PENALTIES.

Final Inspection for Authorization to Operate (AO)

A Final Inspection of the installation is required **before** covering and operation of the system.

- A request must be made via email, five (5) days prior to installation
- Email must include:
 - Permit Number
 - Site Address
 - Requested date and time
 - The DR must have access to the property during the Final inspection
 - The Installer or an apprentice must be on-site during the inspection
 - If the system passes the Final inspection an Approval to Operate (AO) will be emailed within seven (7) business days.
 - **If a system fails:**
 - A Report will be issued with the issues needing to be corrected
 - A Reinspection fee must be paid before rescheduling the final
 - System will not be used until an AO is issued. Failure to comply may result in civil, administrative, and/or criminal fines

After a successful inspection, an Authorized to Operate (**AO**) will be issued to the owner and/or Installing company.

FEES

Payable to ***Van Zandt County***

(Check or Money Order Only: ALL FEES ARE NON-REFUNDABLE)

Resident (Single Family)	\$400.00	Annual Maintenance Contract	\$ 30.00 (Per year)
Commercial/MultiFamily	\$650.00	Late Fee	\$ 50.00
Reinspection	\$200.00		
Replace Existing/Modification/Repair/ Hook-Up or Add-On		*Check for pricing	



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Permit #: _____

SAFE Id: _____

Rec'd by: _____

Date: _____

PLEASE NOTE: ALL INFORMATION MUST BE PROVIDED

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR SUBMISSION

Type of Permit: ☐ Residential ☐ Commercial (☐ Conventional ☐ Aerobic)

☐ Replace Existing ☐ Modification ☐ Repair ☐ Hook-Up/Add-On Specify: _____

Applicant Information

Property Owner: Last _____ First _____ MI _____ DL/ID: _____ State _____

Spouse/Co-Owner: Last _____ First _____ MI _____ DL/ID: _____ State _____

Phone: _____ Email Address: _____

Site Address: _____ **City:** _____ **Precinct:** _____

Mailing Address (if different) _____ City, State: _____ Zip: _____

Property Information

GEO # _____ **Property ID:** _____ **Variance:** ☐ No ☐ Yes (Attached)

Acreage _____ **Lot** _____ **Block** _____ **Subdivision** _____ **Unit #** _____ **Section:** _____

Survey Name: _____ **Abstract:** _____ **Deed Volume:** _____ **Page:** _____ **Tract:** _____

Water Usage Rate "Q" value (gallons per day) _____ **Water Saving Devices:** ☐ Yes ☐ No

Source of Water: ☐ Private Well ☐ Public Water Supply – Name: _____

☐ **Single Family** ☐ **Multi-Family**

of Bedrooms _____ **# Bathrooms:** _____ **Square Feet** _____

Description: _____

☐ **Commercial Type:** _____

Name of Business or Institution: _____

Number of Employees/Occupants/Units: _____

Square Feet: _____ **Day Occupied per week:** _____

Site Evaluator

Name: _____

Phone #: _____

TCEQ License Number: OS _____

Exp Date: _____

Designer/Engineer

Name: _____

Phone #: _____

TDLR License Number: RS / PE _____

Exp Date: _____

Installer

Name: _____ **TCEQ License Number:** OS _____ **Exp:** _____

Installer Email Address: _____ **Phone:** _____



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Permit #: _____

SAFE Id: _____

Rec'd by: _____

Date: _____

I, the undersigned, hereby certify that under penalty of law that this application and ALL attachments supplied contain no willful or negligent misrepresentation or falsification and that the information is true, accurate, and complete to the best of my knowledge. I understand that any misrepresentation or falsification may result in denial of my application.

I, authorize Van Zandt County and their Representatives to enter upon the property described above to inspect the on-site sewage facility or for any reason consistent with maintaining the water quality program of the County or State.

Authorization is hereby granted for the Permitting Authority to enter the above-described property for the purpose of lot evaluation and inspection of on-site sewage facility and related activities. A permit to operate the facility will be granted following a successful inspection of the system. Falsifying this document may void any approval and subject to persecution.

X _____
Owner Signature Date

(ATC) AUTHORIZATION TO CONSTRUCT GRANTED BY: _____

LICENSE NO: _____ DATE: _____

A copy of this application with Approval Signature on the ATC line by the Designated Representative shall serve as "**Authorization to Construct**" based on planning materials reviewed by this date. (ATC is only valid for one (1) year from the issue date unless revoked for non-compliance with the adopted rules and regulations.)

(AO) INSPECTED AND APPROVAL TO OPERATE GRANTED BY: _____

LICENSE NO: _____ DATE: _____

A copy of this application with Approval Signature on the AO line by the Designated Representative shall serve as "**Notice of Approval to Operate**" based on the Final System Inspection, to include any approved changes or modifications made after release of Authorization to Construct.



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Permit #: _____

SAFE Id: _____

Rec'd by: _____

Date: _____

AGENT INFORMATION

COMPLETE THIS PAGE ONLY IF THE APPLICANT IS ACTING AS AN AGENT FOR THE OWNER

OWNER IDENTIFICATION

Owner(s) Name: _____

AGENT IDENTIFICATION

Agent Name: _____ Title: _____

Physical Address: _____ City, State: _____ Zip: _____

Mailing Address: _____ City, State: _____ Zip: _____

Phone: _____ Email Address: _____

DOB: _____ DL / ID # _____ State: _____ Exp: _____

The undersigned applicant further certifies that if they are acting as an agent for an entity identified above, specifically: (Initial at least one that applies)

_____ A partner (if the Owner is a partnership);

_____ An Officer of the corporation, association, Limited Liability Company, nonprofit corporation listed above; or

_____ An agent of the above entity, and by my duties in my above listed Title I have such responsibility that have the authority to represent the policy and direction of the entity in this matter.

IF NONE OF THE ABOVE APPLY THEN YOU ARE NOT THE AGENT THAT SHOULD BE COMPLETING THIS APPLICATION. THIS APPLICATION MUST BE COMPLETED BY A PERSON WITH THE SUFFICIENT AUTHORITY LISTED ABOVE.

X _____
Agent Signature Date



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RENEWAL SERVICE POLICY FOR AN ON SITE SEWAGE FACILITY TREATMENT SYSTEM

Purchaser/Property Owner: _____

I, agree to provide a **RENEWAL** service contract to the Van Zandt County Fire Marshal's Office no later than **30 days prior to the expiration** of the original two-year maintenance agreement for the On-Site Sewage Facility. This contract shall provide the following:

- An inspection/service call, AT LEAST ONCE EVERY FOUR (4) MONTHS, which will include the inspection, adjustment and servicing of all mechanical and electrical component parts, filters, chlorinators, distribution system, and spray application field, to ensure their proper operation.
- An effluent quality inspection consisting of a visual check for color, turbidity, scum and overflow, an examination for odors and A CHLORINE RESIDUAL TEST.
- _____ is responsible for always keeping the proper type of chlorine tablets in the chlorinator.
- Problem/complaint calls from the property owner shall be responded to within 48 hours of notification to this maintenance company.
- The CERTIFIED REPRESENTATIVE for servicing, testing, and reporting on this system is:
 - Maintenance Provider Company with contact information
 - Maintenance Provider Name with TCEQ License and expiration date

THE PROPERTY OWNER IS RESPONSIBLE FOR HAVING A MAINTENANCE CONTRACT IN EFFECT AT ALL TIMES.

At the end of this renewal contract, a continuing service contract, with terms comparable to this contract, may be purchased from any certified person/company.

Purchaser/Property Owner _____ Date: _____
(Signature)

Permit: _____ Date of Approval to Operate: _____

Date 2-Year Contract Expires: _____



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OSSF Maintenance and Management Practices of water conservation measures

This is to certify that the Installer, which is installing my On-Site Sewage Facility, has complied with Provisions of 30 TAC, Chapter 285, Section 285.39 titled OSSF Maintenance and Management Practices that states:

- (a) "An Installer shall provide the Owner of an on-site sewage facility (OSSF) with information regarding maintenance and management practices and water conservation measures related to the OSSF installed, repaired, or maintained by the installer."*
- (b) "Owners shall have the treatment tank pumped on a regular basis in order to prevent sludge accumulation from spilling over to the next tank or the outlet device. Owners of treatment tanks shall engage only persons registered with the executive director to transport the treatment tank contents."*
- (c) "Owners shall not allow driveways, storage building, or other structures to be constructed over the treatment or disposal system."*
- (d) "Owners is made aware that an initial maintenance contract is being issued for two years, to begin the date of the Approval to Operate (AO), and the Owner is required to renew a maintenance contract 30 days prior to contract expiration."*

THE INFORMATION ABOVE HAS BEEN PROVIDED TO ME ACCORDING TO SECTION TCEQ 285.39(N)(2) AND TCEQ 285.7(D)(2)

X _____
(Signature of System Owner) Date



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PERMITTING REQUIREMENTS HEALTH AND SAFETY CODE -- CHAPTER 366

Sec. 366.004 Compliance Required

A person may not construct, alter, repair or extend, or cause to be constructed, altered, repaired or extended an on-site sewage disposal system that does not comply with this chapter and applicable rules.

Sec. 366.051 Permit

(a) A person must hold a permit and an approved plan to construct, alter, repair, extend or operate an on-site sewage disposal system.

Sec. 366.054 Notice from Installer

An installer may not begin construction, alteration, repair or extension of an on-site sewage disposal system unless the installer notifies the commission or authorized agent of the date on which the installer plans to begin work on the system.

Sec. 366.055 Inspection

(b) An on-site sewage disposal system may not be used unless it is inspected and approved by the commission or authorized agent.

Sec. 366.056 Approval of On-Site Sewage Disposal System

(c) If a system is not approved under this section, the on-site sewage disposal system may not be used until all deficiencies are corrected and the system is

Re-inspected and approved by the commission or authorized agent.

Sec. 366.057 Permit Issuance

(b) A permit and approved plan to construct, alter, repair, extend, or operate an on-site sewage disposal system must be issued in the name of the person who owns the system and must identify the specific property location or address for the specific construction, alteration, extension, repair, or operation proposed by the person.

If you have any questions about the above requirements of the Health and Safety Code, please contact this office at the address or telephone number below.



VAN ZANDT COUNTY, TEXAS

OSSF Application AFFIDAVIT

THE COUNTY OF VAN ZANDT STATE OF TEXAS CERTIFICATION OF ON-SITE SEWAGE FACILITIES REQUIRING MAINTENANCE

According to the Texas Commission on Environmental Quality (TCEQ) Rules for On-Site Sewage Facilities (OSSF), this document is filed in the Official Public records of **Van Zandt County**, Texas.

The Texas Health and Safety Code, Chapter 366, authorizes the TCEQ to regulate OSSF. Additionally, the Texas Water Code (TWC), 5.012 and 5.013, gives the TCEQ primary responsibility for implementing the laws of the State of Texas relating to water and adopting rules necessary to carry out its powers and duties under the TWC. The TCEQ, under the authority of the TWC and the Texas Health and Safety Code, requires owners to provide notice to the public that certain types of OSSFs are located on specific pieces of property. To achieve this notice, TCEQ requires an Official Public Record recording. Additionally, the owner must provide proof of the recording to the local OSSF permitting authority. This document *is* not a representation or warranty by the TCEQ or the local permitting authority of the suitability of this OSSF, nor does it constitute any guarantee by the TCEQ or the local permitting authority that the appropriate OSSF was installed.

Before me, the undersigned authority, on this day personally appeared (landowner's printed name): who after being by me duly sworn, upon oath states that he/she is the owner/owner's agent of record of that certain tract, lot, or parcel of land lying and being situated in Van Zandt County Texas, and being more particularly described as follows:

Abstract Number: _____, Survey Name: _____ Acreage: _____

Land Records Reference, Volume: _____ Page: _____ GOE Number: _____

LOT: _____ BLOCK: _____ SUBDIVISION: _____

911 ADDRESS: _____

OR attach Metes and Bounds Property Description

An OSSF requiring inspections and maintenance according to 30 Texas Administrative Code 285.94(12) is proposed to be installed on this property. This OSSF must be inspected once every four months. Inspection and maintenance on this OSSF must be done in accordance with THSC 366.0515 and TAC 285. At least thirty days before an existing inspection contract expires, the property owner must submit a renewal contract (or equivalent compliance documentation per TC 285) to the local permitting authority. The owner will, upon sale or transfer of the above-described property, request a transfer of the permit for the OSSF to the buyer or new owner and a new, signed maintenance contract (or equivalent compliance documentation per TAC 285) must be submitted to the permitting authority within 30 days after the property has been transferred. Neither the maintenance company nor the owner may alter the OSSF in any way without prior approval of the permitting authority.

For more information about rules and regulations for surface application on-site wastewater treatment systems, please contact the Texas Commission on Environmental Quality, Region 5, Tyler, Texas

WITNESS MY HAND ON THIS _____ day of _____, 20____

Owner's Signature _____

SWORN TO AND SUBSCRIBED BEFORE ME on this the _____ day of _____ 20____

(Owner's Printed Name) _____

(Notary Public, State of Texas)
(Signature and Seal)