



# **VAN ZANDT COUNTY, TEXAS**

## **OSSF Application for Non-Permitted System**

### **How to obtain a Van Zandt County permit for a Non-Permitted On-Site Sewage Facility (OSSF)**

Submit an OSSF Application for Non-Permitted System with the following documentations:

- o Application
- o Complete Inspection Report
- o Annual Maintenance Contract with appropriate fee
- o Affidavit

**FEES:**

1 Year - \$30.00

2 Year - \$60.00

Once the Application and supporting documents are provided a permit number will be issued.

For any questions, contact the Designated Representative at either (903) 567-6026 or [OSSF@vanzandtcounty.org](mailto:OSSF@vanzandtcounty.org).



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## OSSF Application for Non-Permitted System

**PLEASE NOTE: ALL INFORMATION MUST BE PROVIDED**

Permit: \_\_\_\_\_

SAFE: \_\_\_\_\_

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

Type of Permit: ☐ Commercial ☐ Residential  
☐ Aerobic ☐ Other (Specify): \_\_\_\_\_

### APPLICANT INFORMATION

Property Owner: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_ DL/ID: \_\_\_\_\_ State \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Site Address: \_\_\_\_\_ City: \_\_\_\_\_ Precinct: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State \_\_\_\_\_ Zip: \_\_\_\_\_  
(If different than Site address)

Acreage \_\_\_\_\_ Lot \_\_\_\_\_, Block \_\_\_\_\_, Subdivision \_\_\_\_\_, Unit # \_\_\_\_\_

Water Usage Rate "Q Value" (gallons per day): \_\_\_\_\_ Water Saving Devices: ☐ YES ☐ NO

Source of Water: ☐ Private Well ☐ Public Water Supply – Name: \_\_\_\_\_

☐ Single Family Residence: SqFt Living Area \_\_\_\_\_ Number of: Bedrooms \_\_\_\_\_ Bathrooms \_\_\_\_\_

☐ Commercial / Institutional / Multi-Family: Type: \_\_\_\_\_

Name of Business or Institution: \_\_\_\_\_

No. of Employees/Occupants/Units: \_\_\_\_\_ Days Occupied Per Week: \_\_\_\_\_ Square Feet: \_\_\_\_\_

Installer: \_\_\_\_\_ Date of Installation: \_\_\_\_\_

I, (Print Name) \_\_\_\_\_, the undersigned applicant certifies that ALL information is supplied and is true and correct to the best of my knowledge and no incorrect information was provided for purposes of obtaining a permit to construct an on-site sewage facility and applicant either owns and/or has authority to construct an on-site sewage facility on this property. Permission is hereby granted to a Designated Representative of the licensing authority, Van Zandt Public Works Department, to enter said property for purposes of inspection, to determine compliance with applicable laws, standards, rules, and regulations.

X \_\_\_\_\_

Owner signature

Date

(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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### 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 Rules for On-Site Sewage Facilities, this document is filed in the Official Public records of Van Zandt County, Texas.

The Texas Health and Safety Code, Chapter 366 authorizes the Texas Commission on Environmental Quality (TCEQ) to regulate on-site sewage facilities (OSSFs). 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 # \_\_\_\_\_, Survey Name \_\_\_\_\_ Acreage \_\_\_\_\_

Land Records Reference, Volume \_\_\_\_\_ Page \_\_\_\_\_ GEO # \_\_\_\_\_

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ UNIT # \_\_\_\_\_

911 ADDRESS \_\_\_\_\_

OR Attach Metes and Bounds Property Description

An OSSF requiring inspections and maintenance according to 30 Texas Administrative Code 285.91(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 TAC 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)



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### TESTING AND REPORTING RECORD

A complete inspection report verifying the condition of the system **shall** be included with application.

1. System inspection:

- a. Property address
- b. Person performing inspection
- c. Signature and license number
- d. Company name, address, and telephone number

2. OSSF

- a. Manufacturer
- b. Brand
- c. Aerator

3. Inspected items                      Operational              Inoperative              N/A

- a. Aerators
- b. Filters
- c. Irrigation pumps
- d. Recirculation pumps
- e. Disinfection device
- f. Chlorine supply
- g. Electrical circuits
- h. Distribution system
- i. Spray field vegetation
- j. Other as noted

4. Repairs to system (list all repairs)

5. Access ports secured after maintenance and inspection completed Yes \_\_\_\_ No \_\_\_\_  
If not explain

6. Test: Cl level in pump tank: \_\_\_\_ method used: \_\_\_\_ Sludge level in pump tank \_\_\_\_”

7. BOD/TSS (If applicable)

MP: \_\_\_\_\_ License: \_\_\_\_\_ Expire: \_\_\_\_\_

Signature of Inspector \_\_\_\_\_