



# 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.
- Irregular and/or Undersized Lots, Substantial variances to the "Construction Standards",
  - If under one (1) acre, **must** provide variance with date of Plat
- Unconventional design, or innovative systems **must** have appropriate supporting documents.

Have a Site Evaluation (site and soil classification) performed by a Site Evaluator (SE), Registered Sanitarian (RS), or Professional Engineer.

- Submit the fee and one (1) original copy (in property owner's name) of each of the following
  - Application – **Incomplete forms will delay the issuance of an ATC**
  - Site Evaluation Report
  - Technical Information Sheet
  - Complete Design of System – *Scaled with Original Signature of RS or PE*
  - 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
  - Warranty Deed showing Ownership of Property
  - Affidavit Filed with the County Clerk - *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

Application and Plans will be reviewed by the Designated Representative (D.R.) at the VZC Fire Marshal's office.

Construction **cannot** begin until an Authorized to Construct (ATC) is issued.

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

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

#### **FEES**

<b><u>Payable to Van Zandt County</u></b>	<b>(Check or Money Order Only)</b>
Single Family Dwelling	\$400.00
Commercial Business	\$650.00
Re-Inspection/Modification/Repairs	\$200.00
Annual Maintenance Contract	\$ 30.00 (Per year)
Maintenance Contract Late Fee	\$ 50.00



# VAN ZANDT COUNTY, TEXAS

## OSSF Application

Permit # \_\_\_\_\_

SAFE Id \_\_\_\_\_

Date \_\_\_\_\_

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

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR SUBMISSION**

Type of Permit: ☐ Commercial ☐ Residential ☐ Modification ☐ Repair ☐ Add-On

☐ Conv (New / REDO) ☐ Aerobic (New / REDO) Specify: \_\_\_\_\_

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: \_\_\_\_\_

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

Survey Name: \_\_\_\_\_ Abstract: \_\_\_\_\_ Deed Volume: \_\_\_\_\_ Page: \_\_\_\_\_ Tract: \_\_\_\_\_

Section: \_\_\_\_\_ GEO # \_\_\_\_\_ Property ID: \_\_\_\_\_ Variance Attached: ☐ Yes ☐ No

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: Number of bedrooms: \_\_\_\_\_ Square Footage Living Area: \_\_\_\_\_

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

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

Number of Employees/Occupants/Units: \_\_\_\_\_ Days Occupied Per Week: \_\_\_\_\_ Square Foot: \_\_\_\_\_

Site Evaluator: \_\_\_\_\_ Phone #: \_\_\_\_\_

TCEQ License Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Designer: \_\_\_\_\_ Phone #: \_\_\_\_\_

TCEQ License Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Installer: \_\_\_\_\_ TCEQ License Number: \_\_\_\_\_ Exp: \_\_\_\_\_

Installer Email Address: \_\_\_\_\_



# VAN ZANDT COUNTY, TEXAS

## OSSF Application

Permit # \_\_\_\_\_  
SAFE Id \_\_\_\_\_  
Date \_\_\_\_\_

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 purpose 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 County Fire Marshal Office, to enter said property for purpose of inspection, to determine compliance with applicable laws, standards, rules, and regulations.

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.

(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.

### SUBMIT APPLICATION and Fee to:

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



# VAN ZANDT COUNTY, TEXAS

## OSSF Application

Permit # \_\_\_\_\_

SAFE Id \_\_\_\_\_

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



# VAN ZANDT COUNTY, TEXAS

## OSSF Application

### **OSSF Maintenance and Management Practices of water conservation measures**

This is to certify that the Installer, that 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



# 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)