

Charles McDonald

Designated Representative (DR)

Coleman, Concho, Edwards, Menard, Schleicher & Sutton Counties, City of Brady & Eden

4826 Red Oak Ln.

San Angelo, TX 76904

325-456-4607 Bus. & Cell

325-227-6333 Fax #

Lic. # OS0007644

Concho County On-Site Sewage Facility (OSSF) Permit

Permit fee for a single-family residence is \$600.00. All other types of facilities are \$600.00. All systems are required to be permitted. Make the check payable to Concho 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 in an application that has the words “**SEE ATTACHED**” or “**SEE DESIGN**” written in any blank space on the application. It will be sent back and the Authorization to Construct (ATC) will not be issued. Legal descriptions are a must. Go to the Concho Central Appraisal District office and ask for a copy of your client’s CAD CARD. The information you need is located on this document. Last item, a respectable drawing needs to be with the application as well.

Registered Sanitarian (RS) & Professional Engineer (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** submit an application with “**SEE ATTACHED**” or “**SEE DESIGN**” in any of the blanks on page 1 or 2 of the permit.

Any questions, please call 325-456-4607

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CONCHO COUNTY

AUTHORIZED AGENT ON-SITE SEWAGE FACILITY (OSSF) PROGRAM

APPLICATION REQUIREMENTS FOR ON-SITE SEWAGE FACILITY PERMIT FEES SINGLE FAMILY RESIDENCE - \$600.00, ALL OTHERS (COMMERCIAL, MULTI-UNIT RESIDENTIAL) - \$600.00

- Obtain an application from the Concho County Clerk's Office.
- Have a qualified person conduct a complete soil/site evaluation. A detailed report, documenting the results of the soil/site conditions, must be submitted [Effective 9/1/02, the soil/site evaluation must be conducted by a professional engineer (PE) or a licensed site evaluator.]
- Planning materials for standard systems may be prepared by the owner or the installer. Non-standard and proprietary systems must be prepared by a PE or professional sanitarian.
- Submit completed application and technical information pages 1 & 2. Remit the appropriate fee and 2 copies of the following: soil/site evaluation results; all planning materials; a recorded affidavit (if required); a signed maintenance contract (if required). Directions to the site must also be included.
- The application and planning materials will be reviewed by the Concho County DR. Non-standard planning materials may be reviewed by the TCEQ Regional Office.
- If approved, an Authorization to Construct will be issued. The Authorization to Construct is valid for one year from the date of issuance.
- The installer must notify the Concho County DR at least five working days before the date of the construction investigation.
- All excavations must be left open until the investigation has been completed.
- If the installation is approved, a Notice of Approval will be issued to the owner within seven days.
- NOTE: All fees must be paid before a Notice of Approval will be issued. A reinspection fee equal to ½ the permit fee must be paid by the installer each time the system must be reinspected.

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

CONCHO COUNTY
AUTHORIZED AGENT OSSF PROGRAM
OSSF SITE EVALUATION AND PLANNING MATERIALS CHECKLIST

OWNER'S NAME: _____ **COUNTY:** _____

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.

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.

**CONCHO COUNTY
ON-SITE SEWAGE FACILITY**

TECHNICAL INFORMATION FOR PERMIT

APPLICATION NO.: _____

DATE RECEIVED: _____

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

OWNER'S NAME: _____ COUNTY: _____

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

SEWER (House drain):

Type and Size of Pipe: _____ Slope of Sewer Pipe to Tank: _____

DAILY WASTEWATER USAGE RATE: Q=_____ (gallons/day)

Water Saving Devices: Yes No

TREATMENT UNIT: Septic Tank Aerobic Unit

- Tank Dimensions: _____
- Liquid Depth (Bottom of Tank to Outlet): _____
- Size Required: _____
- Size Proposed: _____
- Manufacturer: _____
- Material/Model #: _____
- Pretreatment Tank: Yes Size: _____ (gal) No N/A

OTHER: _____
(Please attach description)

DISPOSAL SYSTEM:

TYPE: _____

- Area Required: _____
- Area Proposed: _____

ADDITIONAL INFORMATION:

Note – This Information Must be Attached for Review to be Completed.

- Soil/Site Evaluation
- Planning Materials

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

Designer's Signature License No. _____ Date _____

Date: _____
Applicant Information:
Name: _____
Address: _____
City: _____ State: _____ Zip: _____

Application No.: _____
Site Evaluator Information:
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Certification No.: _____

Property Location:
Lot _____ Block _____ Subdivision _____
Street/Road Address _____
County _____ Unincorporated Area? Y or N
Additional Information _____

Installer Information:
Name: _____
Registration No. _____
Address _____
City: _____ State: _____ Zip: _____
Phone No.: _____

Schematic of Lot or Tract

Show:

- Compass North, adjacent streets, property lines, property dimensions, location of buildings, easements, swimming pools, water lines, and other structures where known.
- Indicate slope or provide contour lines from the structure to the farthest location of the proposed soil absorption or irrigation area.
- Location of soil borings or dug pits (show location with respect to a known reference point).
- Location of natural, constructed, or proposed drainage ways, (streams, ponds, lakes, rivers, high tide of saltwater bodies) water impoundment areas, cut or fill bank, sharp slopes and breaks. Note presence of 100-year flood zone.
- Location of existing or proposed wells on site and existing wells on adjacent properties.
- Lot size: _____ acres

Compass North



Site Drawing

Scale: 1 inch = 50 feet/or appropriate

Site Evaluator:
Name: _____ Signature: _____ License No.: _____

**CONCHO COUNTY
OSSF SOIL/SITE EVALUATION FORM**

Requirements:

- At least two soil evaluations must be performed on the site, at opposite ends of the proposed disposal area. Please show the results of each soil evaluation on a separate table. Locations of soil evaluations must be shown on the site drawing.
Proposed Excavation Depth: _____
- For subsurface disposal, soil evaluations must be performed to a depth of at least two feet below the proposed excavation depth. For surface disposal, the surface horizon must be evaluated.
- Please describe each soil horizon and identify any restrictive features in the space provided below. Draw lines at the appropriate depths.

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

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

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

Signature of Site Evaluator

Phone Number