



OSSF Application Checklist

The below items are to be submitted in order for you to obtain an Authorization to Construct.

- Application (signed and dated)
- Technical Information Sheet (signed and dated)
- Site Evaluation (soil, topography, vegetation, etc..)
- Site Diagram to scale (Stamped)
- System Design (Stamped)
- Spray Irrigation Design (Stamped)
- Pump/Alarm Diagram (Gallons must be clearly marked)
- * Affidavit Surface Irrigation
- Installer Registration (Copy)
- * Maintenance Agreement
- \$400.00 Application Fee

Builders/Owners please note the following:

- * Affidavit to be completed by owner of property at time of filing. After sale or transfer of property a Transfer of ownership is to be submitted to the city with new owner(s) name(s).
- * Maintenance Contract to be submitted at time of application in order to construct the OSSF. An updated initial contract is to also be submitted to reflect date of sale by the builder for new single family dwelling or date of notice of approval for an existing single family dwelling with new owner(s) name.



CITY OF LAVON
120 School Rd. ~ P.O. Box 340
Lavon, TX 75166
Phone (972) 843-4220 ~ Fax (972) 843-0397

OSSF Permit Application

Permit Number

Amount Paid/Check #

Date

Physical Address

Legal Description of Subdivision

Lot

Block

Other: Acreage

Survey

Owners Name

Phone Number

Address

City, State, Zip

Public Water Supply (Supplier Information)

OSSF Contractor

Registration #

Work to be done: _____

Sq. Ft. Living: _____

No. of Bedrooms: _____

Commercial/Institution (Including Multi-family) Type

No. of Employees/Occupants/Units: _____

Days Occupied per Week: _____

Site Evaluator

Designer

Phone #

License # (PE or PS): _____

Installer

Phone

Installer Registration #: _____

I certify that the above statements are true and correct to the best of my knowledge. Authorization is hereby given to City of Lavon to enter upon the described property for the purpose of lot evaluation and inspection of on-site sewage facility and that a permit to operate the facility will be granted following successful inspection of the installed system which indicates that the system was installed in compliance with the TNRCC On-Site Sewage Facility rules, Tac 30, Chapter 285.

Date

Signed (Agent or Owner)



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OSSF Technical Information Sheet

**Do not begin construction PRIOR to application approval.
Unauthorized construction can result in Civil and/or administrative penalties.**

Owner's Name _____

Professional Design Required: **Yes** or **No** If yes, professional design attached: **Yes** or **No**

I. Sewer (House Drain)

a. Type and size of pipe: _____

b. Slope of sewer pipe to tank: _____

II. Daily Wastewater usage rate: O = _____ (Gallons/Day)

Water saving devices: **Yes** or **No**

III. Treatment Unit:

a. Septic Tank:

Tank Dimensions: _____ Liquid Depth (Tank bottom to outlet) _____

Size Required: _____ Size Proposed: _____

b. Aerobic:

Manufacturer: _____ Model #: _____

Size Required: _____ Size Proposed: _____

Pretreatment tank: **Yes** or **No**

c. Other:

(Please attach description)

IV. Disposal System:

Type: _____ Loading Rate: _____

Area Required: _____ Area Proposed: _____

V. Additional Information: (This material must be attached for review to be completed)

a. Site Evaluation

b. Planning Materials

c. Flood Plain Information

Designer's Signature

Registration #

Date



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OSSF TRANSFER OF OWNERSHIP

Address of Property: _____

New Owner's/Applicant's Name: _____

Previous Owner's Name: _____

Date of Transfer: _____

Please read and sign:

The undersigned understands that a properly installed sewage facility can malfunction. Increases in water usage, water leaks, seasonally high water tables, soil conditions, rainfall and low evaporation rates can cause failure of system. It is the owner's responsibility to correct, change, increase, or update the system due to the malfunction of a properly installed system. In the county of Collin, an owner of an OSSF requiring maintenance is required to have a current maintenance contract with an approved contractor. Upon transfer of the property the contract should reflect agreement with new owner within 30 days of sale or transfer of property. The owner must maintain and operate the facility as required by all City, County, State, and Federal regulations.

Applicant's/New Owner's Signature

Date of Application of Transfer

AFFIDAVIT

STATE OF TEXAS
COUNTY OF: Collin

CERTIFICATION OF OSSF REQUIRING MAINTENANCE

According to the Texas Commission on Environmental Quality (TCEQ) Rules for On-Site Sewage Facilities, this document is filed in the Deed Records of Collin County, Texas.

I.

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 authority of the TWC and the Texas Health and Safety Code, requires owner's to provide notice to the public that certain types of OSSFs are located on specific pieces of property. To achieve this notice, the TCEQ requires a deed recording. Additionally, the owner must provide proof that the recording to the OSSF permitting authority. This deed certification is not a representation or warranty by the TCEQ of the suitability of this OSSF, nor does it constitute any guarantee by the TCEQ that the appropriate OSSF was installed.

II.

An OSSF requiring a maintenance contract, according to 30 Texas Administrative Code § 285.91(12) will be installed on the property described as (insert legal description):

The property is owned

by: _____

This OSSF must be covered by a continuous maintenance contract. All maintenance on this OSSF must be performed by an approved maintenance company. The owner will, upon any sale or transfer of the above-described property, request a transfer of the permit for the OSSF to the buyer or new owner. A current signed maintenance contract must be submitted to City of Lavon within 30 days of transfer of property. A copy of the planning materials for the OSSF can be obtained from City of Lavon.

WITNESS MY/OUR HAND (S) on this _____ day of _____, _____.

Signature(s) of Owner(s)

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

By _____.
(Owner's printed name)

Notary Public, State of Texas

My Commission Expires: _____