



City of Elmendorf
8304 FM 327
Elmendorf, Texas 78112
210-635-8210

Office Use Only
OSSF Permit # _____

APPLICATION FOR ON-SITE SEWAGE FACILITY
NEW CONSTRUCTION
TCEQ Region 13

1. PROPERTY OWNER(S) NAME: _____
(Last) (First) (Middle)
2. CURRENT MAILING ADDRESS: _____
3. HOME PHONE NO.: (_____) _____ OTHER or FAX NO.: (_____) _____
4. 911 SITE ADDRESS: _____
5. PROPERTY LEGAL DESCRIPTION: _____
Acreage: _____ Plat Date: _____ Subdivision name (if applicable): _____
PLEASE ATTACH VERIFICATION OF LEGAL DESCRIPTION SUCH AS A COPY OF: DEED, PLAT MAP, SURVEY, OR OTHER DOCUMENTATION CONTAINING LEGAL DESCRIPTION
6. DIRECTIONS TO SITE: _____

7. SOURCE OF WATER: Private Well Public Water Supply _____
(Name of Supplier)
8. SINGLE FAMILY RESIDENCE:
No. of Bedrooms & Bathrooms: _____ Living Area (ft²): _____
9. COMMERCIAL/INSTITUTIONAL (other than single-family residence) TYPE: _____
BUSINESS / INSTITUTION NAME: _____
RESPONSIBLE OFFICIAL: _____ NO. OF EMPLOYEES/UNITS: _____
10. SITE EVALUATOR: _____ LICENSE NO. _____
PHONE NO.: (_____) _____ OTHER or FAX NO.: (_____) _____
MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
11. INSTALLER: _____ LICENSE NO.: _____
PHONE NO.: (_____) _____ OTHER or FAX NO.: (_____) _____
MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

I certify that the above statements are true and correct to the best of my knowledge. Authorization is hereby given to the City of Elmendorf to enter upon the above described property for the purpose of soil/site evaluation and investigation of an on-site sewage facility.

SIGNATURE OF OWNER: _____ DATE: _____

This application may be executed in separate and multiple counterparts, which together shall constitute a single instrument. Any executed signature on this agreement may be transmitted by digital or electronic transmission, including but not limited to facsimile transmission and electronic mail. Any signature affixed to this application shall constitute an original signature for all purposes.



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TCEQ Region 13
ON-SITE SEWAGE FACILITY
TECHNICAL INFORMATION FOR PERMIT

Designer: _____ License Number: _____

License Type: _____ Address: _____

Phone: (____) ____ - ____ Fax: (____) ____ - ____ Email: _____

I. TYPE AND SIZE OF PIPING FROM: (EXAMPLE: 4" SCH 40 PVC)

Stub out to treatment tank: _____

Treatment tank to disposal system: _____

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

Water Saving Devices: Yes No

III. TREATMENT UNIT(S): Septic Tank Aerobic Unit

A. Tank Dimensions: _____ Liquid Depth (bottom of tank to outlet): _____

Size Proposed: _____ (gal) Manufacturer: _____

Material/Model #: _____

Pretreatment Tank : Yes / No SIZE : _____ (gal)

Pump/Lift Tank : Yes / No SIZE : _____ (gal)

B. OTHER Yes No If yes, please attach description.

IV. DISPOSAL SYSTEM:

Disposal Type: _____

Manufacturer and Model: _____

Area Proposed : _____ square feet

V. ADDITIONAL INFORMATION:

NOTE - THIS INFORMATION MUST BE ATTACHED FOR REVIEW TO BE COMPLETED. A.

Soil/Site evaluation B. Planning materials (If Applicable)

**DO NOT BEGIN CONSTRUCTION PRIOR TO OBTAINING AUTHORIZATION TO CONSTRUCT.
UNAUTHORIZED CONSTRUCTION CAN RESULT IN CIVIL AND/OR ADMINISTRATIVE PENALTIES.**

SIGNATURE OF INSTALLER OR DESIGNER: _____ **DATE:** _____

If you have questions on how to fill out this form or about the on-site sewage facility program, please contact us at your local office at 210-635-8210. Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us 210-635-8210.

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AMENDMENT TO THE SEPTIC PERMIT APPLICATION #11-09-06-01

PROCEDURE FOR OBTAINING A SEPTIC SYSTEM PERMIT

1. "The Regulations for On-Site OSSF Sewage Facilities. City of Elmendorf, Texas" require that a septic system shall be installed if there is not an existing sewer main within 300 feet of a property on which improvements are to be made.
2. Residential lot sizing.
 - (A) *Platted or unplatted subdivisions served by a public water supply.* Subdivisions of single family dwellings platted or created after the effective date of this section, served by a public water supply and using individual OSSFs for sewage disposal, shall have lots of at least 1/2 acre.
 - (B) *Platted or unplatted subdivisions not served by a public water supply.* Subdivisions of single family dwellings platted or created after the effective date of this section, not served by a public water supply and using individual OSSFs, shall have lots of at least one acre.
 - © Existing small lots or tracts, that do not meet the minimum lot size requirements and were subdivided before January 1, 1988, or had a site-specific sewage disposal plan approved between January 1, 1988, and the effective date of this section, may be approved for an OSSF provided:
 - (1) minimum separation distances are maintained.

Separation requirements. OSSFs shall be separated from features, in the area where the OSSF is to be installed, that could be contaminated by the OSSF or could prevent the proper operation of the system.
3. Prior to construction of the improvements a Professional Engineer or Sanitarian shall be retained by the applicant to design a septic system meeting the minimum requirements of "The Regulations."
4. The City of Elmendorf fee is \$200 for each septic system.

There is a \$100 fee for re-certification. *The re-certification requires a pump down of the septic and the city inspector must be on site while the pump truck is conducting the pump down of the septic.* The applicant or contractor must contact the city inspector and make the arrangements to schedule the inspections.

For any complaints on a septic system the City of Elmendorf will take any necessary action according to state law and violators will be fined for the services.
5. The completed design shall be submitted to this office for approval prior to the construction of any improvements. The appropriate fees must also be paid at this time or the plans will not be reviewed. The owner should retain a copy of the plans in order to obtain bids from the contractors.
6. After approval of the plans of the septic system a temporary meter will be granted for building purposes only. No meters will be released for installations

where mobile homes are concerned until after the approved septic system has been installed. After the septic system has been installed a release for a permanent meter will be sent to City Public Service Board by this office.

7. Two Inspections are required as the system is being installed.

First Inspection- When the tank is set in place and trenches for the lateral lines have been excavated (No pipe or gravel in the trenches)

Second Inspection- The pipe and all the gravel has been installed and all tightlines are connected. The sand to be used for backfilling the trenches must be on the job site. This office should be contacted at least 24 hours in advance to arrange for an inspection.

8. After the inspection and approval of the system, the applicant will be issued a license. If there is a malfunction of the system after installation, this office shall be notified before any repair work is attempted. Permits are required on all repairs to the system.

For further information call (210) 635-8210

This was passed and approved on November 9, 2006.

Mayor Thomas Hicks

Attest:

City Secretary City Clerk