

MEMO June 10, 2021

It has come to our attention that the Gillespie County OSSF Permit Applications are not getting filled out completely.

We ask you to make sure that the landowner fills in the single-family residence/information for structure first and then also other structure(s) information under "Information for non-single residence" (i.e. barn w/bath, guest house, sq ft and bedrooms/full kitchen/washer/dryer, cabana w/bath etc.).

We have a REVISED OSSF Septic Permit Application that you can supply to your client and have them fill in all highlighted areas.

If proposing a Conventional System, then we need: Septic Permit Application, Planning Materials by installer or RS/PE, Site Evaluation and Floodplain Development Permit.

If proposing an Aerobic System, then we need: Septic Permit Application, Planning Materials by PE/RS, Site Evaluation, Development Floodplain Permit, Affidavit and Maintenance Contract.

If land is located in a Subdivision, for the Affidavit, print legibly the Client's name at the top. Also, include the Subdivision NAME and the LOT # on the Affidavit. The separate fee \$26.00 (one page) made payable to Gillespie County.

If land is not in a subdivision, include Metes and Bounds Deed Exhibits. We need the Exhibit that your client can pull out of the deed and attach to the document. First page is \$26.00 and each page after is an additional \$4.00. This separate fee goes to the Clerk's Office and is made out to Gillespie County.

Our Office's OSSF Permit Application Fees are:

\$150.00 for a Single-Family Dwelling.

\$205.00 for a Commercial - Meaning anything other than a Single-Family Dwelling.

The above goes to the Treasurer's office. Made payable to Gillespie County.

I am attaching the REVISED OSSF Septic Permit Application, the Floodplain Development Permit, and a blank Affidavit form.

You can send the packet to your client. We hope this helps get the application filled out completely.

If you have any questions or need a onetime one-on-one instruction of how to complete the form, please contact me.

All OSSF and Development Permits, Affidavit, Metes and Bounds, Checks, Site Evaluations, Planning Materials, and Two-year Maintenance Contract are to be delivered to our office.

Be sure if you give out the Floodplain Development Permit, then advise your client that I will be emailing them a FIRM MAP for them to sign and date and return to me. The OSSF Septic Permit Application will not get processed and permitted until our office has all the Development Permit Packet complete and Septic Permit Packet complete.



GILLESPIE COUNTY

Permit Application for On-Site Sewage Facility

(Permit application is good for 1 year from purchase date.)

Permit # _____ Date: _____ Fee: _____

Reason For Permit (Circle one): **New Construction** System Replacement System Repair

Name of Landowner: _____ (Last Name or Entity) _____ (First Name) _____ (MI)

Mailing Address: _____ (House # and Street Name/or PO Box) _____ (City & State) _____ (Zip Code)

Daytime Phone Number(s): _____ Cell Number(s): _____

***Email Mandatory _____

Physical Address/Location of new Septic System: _____ (House # & Street Name)

_____ (City & State) _____ (Zip Code) *** GATE CODE: _____

Legal Description: Volume: __ Page: __ Instrument#: _____ Gillespie CAD Tax ID #: R _____

Subdivision Name: _____ Lot#: _____ Blk _____ Phase _____ Tract _____

Abstract: _____ Survey Name and #: _____

Total Acreage: _____ Private Well Public Well (Supplier's Name): _____

Name & License # of person installing the Septic System: _____ OS# _____

Email: _____ Cell #: _____

Information on a Single Family Residence: House Mobile Home Manufactured

Total Square Footage of Living Area: <1500 <2500 <3500 <4500 or _____

of bedrooms _____, # of bathrooms (Full) _____ (Half) _____. Does it have or will it have water saving devices such as low flush toilets, reduced flow shower heads or faucets, pressure reducing valves and/or faucet aerators Y or N Water Softener: (Demand Initiated Regeneration) Y or N Is the water softener plumbed separate from the OSSF: Y or N

Information on a Non-Single Family Residence or Commercial/Institutional Facility (including Multi-Family residences) Describe usage: _____

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

(Signature of Landowner)

(Date)

Office Use Only:	
Daily wastewater usage rate: Q= _____ (gallons/day)	Q: _____
<input type="checkbox"/> Site Evaluation	
<input type="checkbox"/> Planning Materials submitted by: <input type="checkbox"/> Installer <input type="checkbox"/> P.E. <input type="checkbox"/> R.S.	
<input type="checkbox"/> Development Plans required for Subdivisions, Manufactured Housing Communities, Multi-Unit Residential Development, Business Parks, or other similar uses (i.e. B&B Rental, R.V. Park)	
<input type="checkbox"/> Floodplain and/or <input type="checkbox"/> Development Permit # _____	
For Aerobic Treatment units and non-standard treatment (if applicable):	
<input type="checkbox"/> Affidavit to the Public	
<input type="checkbox"/> Two-year Maintenance Contract	
<input type="checkbox"/> AUTHORIZATION to CONSTRUCT	
DR: _____	DATE: _____

Certification of Approval

Final Inspection PERMIT # _____

Date: _____ Approved by: _____

- I. Sewer (House Drain) 3" Sch 40 4" Sch 40 Other: _____
 Slope of sewer pipe to tank minimum of 1/8"/ft.
 Cleanouts every <100' and within 5' of 90° bends

- II. Treatment: Conventional Tanks Aerobic Other: _____

TANKS SIZE AND COMPARTMENTS	SERIAL#	RISERS	MANUFACTURER
1. _____	_____	Y/N	_____
2. _____	_____	Y/N	_____
3. _____	_____	Y/N	_____
4. _____	_____	Y/N	_____

- III. Disposal Field: Conventional Gravel Leaching Chambers (Brand) _____
 Low -Pressure Pipe Mounds Gravel-Less Pipe Pressure Emitters (drip)
 ET Beds Other: _____

Subsurface Disposal:

LENGTH OF TRENCH	WIDTH	HEIGHT OF MEDIA	CREDIT	SQUARE FEET AREA LENGTH X CREDIT
1. _____ ft.	_____ ft.	_____ ft.	_____	_____ Sq.ft.
2. _____ ft.	_____ ft.	_____ ft.	_____	_____ Sq.ft.
3. _____ ft.	_____ ft.	_____ ft.	_____	_____ Sq.ft.

- IV. Surface Disposal (Application):
 Loading Rate: _____ Area Required in Sq. ft. _____
 Timer installed _____Y/N Area Designed in Sq. ft. _____
 Anti-siphon Hole used _____Y/N
 Check valve used _____Y/N

- V. Map of System: GPS UTM 14 R _____ **Not to Scale**

GILLESPIE COUNTY

DEVELOPMENT PERMIT EXEMPTION CERTIFICATE

STATE OF TEXAS §

COUNTY OF GILLESPIE §

APPLICATION NUMBER: _____

NAME OF APPLICANT: _____

THE ABOVE NAMED APPLICANT APPLIED FOR A DEVELOPMENT PERMIT ON _____. THE APPLICATION HAS BEEN REVIEWED BY THE COUNTY ADMINISTRATOR AND IT IS HIS DETERMINATION THAT THE PROPOSED DEVELOPMENT IS NOT WITHIN AN IDENTIFIED FLOOD PLAIN OF GILLESPIE COUNTY.

THIS CERTIFICATE EXEMPTS THE APPLICANT FROM DEVELOPMENT STANDARDS REQUIRED BY GILLESPIE COUNTY FLOOD PLAIN MANAGEMENT REGULATIONS. WORK IS HEREBY AUTHORIZED TO PROCEED ON THE FOLLOWING DESCRIBED PROPERTY: *Address*

THE COUNTY ADMINISTRATOR HAS REVIEWED THE PLANS AND SPECIFICATIONS OF THE PROPOSED DEVELOPMENT AND DESIRES TO MAKE THE FOLLOWING RECOMMENDATIONS FOR DEVELOPMENT OR DESIGN ALTERATIONS:

WARNING:

The flood hazard boundary maps and other flood data used by the County Administrator in evaluating flood hazards to proposed developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data. On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. This exemption certificate does not imply that developments outside the identified areas of special flood hazard will be free from flooding or flood damage. Issuance of this exemption certificate shall not create liability on the part of Gillespie county, the County Administrator or any officer or employee of Gillespie County in the event flooding or flood damage does occur.

Acknowledgement of Warning by Applicant

Signature of County Administrator

Date of Issuance

TO THE PUBLIC

Legibly Print Landowner Name

AFFIDAVIT

THE STATE OF TEXAS §

COUNTY OF GILLESPIE §

CERTIFICATION OF ON-SITE SEWAGE FACILITY REQUIRING MAINTENANCE

According to Texas Natural Resource Conservation Commission Rules for On-Site Sewage Facilities, this document is filed in the Deed Records of Gillespie 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 the 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 of 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 Title 30 Texas Administrative Code § 285.91 (12) will be installed on the property described as: (Attached Legal Description Exhibits). Or See Attached

Subdivision Name _____ Lot# _____

The property is owned by: _____

This OSSF must be covered by a continuous maintenance contract. An approved maintenance company must perform all maintenance on this OSSF, and a signed maintenance contract must be submitted to the Gillespie County Sanitation Department within 30 days after the property has been transferred.

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 copy of the planning materials for the OSSF can be obtained from the Gillespie County Sanitation Department.

WITNESSED BY MY HAND ON THIS _____ DAY OF _____, _____.

(Owner(s) Signature(s))

THE STATE OF TEXAS §

COUNTY OF GILLESPIE §

SWORN TO AND SUBSCRIBED BEFORE ME BY _____ ON THIS _____ DAY OF _____, _____.

Notary Public in and for the State of Texas