



**SUBMITTAL CHECKLIST FOR ON-SITE SEWAGE FACILITIES (OSSF) NEW PERMIT**

Property Address:

Please provide the information listed below. Using this checklist and having a complete package will ensure that the review process runs smoothly. **Please complete this checklist and turn it in with your application package.**

- An [application](#) certified by the property owner or property owner’s agent.
- [Application fee](#), fees may be paid by via telephone using a credit card. Checks must be hand delivered to the cashier’s office located on 625 East 10th Street, second floor. Please call (512) 972-0050 prior to submitting payment.
- Proof of property ownership such as a tax appraisal form or warranty deed.
- A valid site evaluation report for the property as required by 30 TAC §285.30. This [Site Evaluation Form](#) may be used. A minimum of two backhoe pits (profile holes) must be excavated at opposite ends of the proposed disposal area, at least one just upslope and one just downslope of it (more holes will be required for disposal areas with multiple zones).
- An overall site plan drawing for the OSSF system drawn in a standard engineering scale, for examples 1” = 10ft, 1” = 20ft, 1” = 30ft. Drawings at multiple scales may be needed to show all site details. [Click here for items to be included in all site plan drawings.](#)
- Sizing and design calculations for the treatment units and all disposal areas. If the system is professionally designed, the designer must sign, seal and date each page of the design calculations and the design drawings. Designers of non-residential systems must also provide calculations of the expected strength (BOD<sub>5</sub> in mg/L) of the wastewater, and the calculations must be based on published literature or other data acceptable to Austin Water.
- A completed “Acknowledgement Form for Property Owners Using an On-site Sewage Facility to Serve a Short Term Rental Property” form for systems designed to serve short term rental properties only.
- Dimensional cross-sectional diagrams of the treatment units and all disposal areas.
- A copy of a property owner’s operation and maintenance guide specific to the professionally designed system.
- A legible floor plan of the residence/establishment showing all rooms, including closets, with dimensions and the total heated/air-conditioned square footage of the building.
- A copy of the recorded plat with all associated plat notes or an official, stamped survey.
- A copy of the executed affidavit for maintenance after it has been recorded with the applicable county ([click here for the residential property form](#), or [click here for the commercial property form](#)) if the proposed OSSF requires a maintenance contract in accordance with 30 TAC §285.91(12).

- If an OSSF must be located on two separate properties, a copy of an executed [Restrictive Covenant](#) which states that the properties cannot be sold separately.
- Floodplain information must be provided with the submittal that clearly indicates whether any portion of the site lies within the 100-year floodplain. If the site lies within the floodplain then the floodplain elevation contour should be shown on the plans in elevation above mean sea level (MSL). Detailed floodplain information can be obtained from the City of Austin, Watershed Protection Department at <http://www.austintexas.gov/floodpro/#/FloodProIntro>
- Trees 19 inches in diameter (60 inches in circumference) and greater are classified as "protected size." Protected trees are required to have a permit to remove them, impact their critical root zone (i.e. utility trench, sidewalk, driveway, irrigation lines, foundation), or remove more than 25% of their canopy. For more information visit ([Trees](#)), or contact the City Arborist at (512) 974-1876. Please submit a copy of the approved tree permit for any OSSF impacts to protected trees.
- On a separate page, a formal written request for any variances being requested (in accordance with 30 TAC §285.3 (h)), with justification for each, that has been signed, sealed, and dated.
- If the wastewater line has to cross an overhead easement, a recorded license agreement or approval letter from the easement owner is required. If the wastewater line has to cross an underground easement, a recorded license agreement or approval letter from the easement owner is required as well as a formal written request for a variance to the setback requirement.
- Please indicate whether the system is in the TCEQ's designated Edwards Aquifer Recharge Zone (EARZ) (30 TAC §285.40). If it is in the EARZ, submit a copy of the TCEQ approval letter, including the geologic map (if applicable), of the Edwards Aquifer water pollution abatement plan (WPAP) for the subdivision (30 TAC §285.41). Please call the TCEQ Austin Regional Office at 512-339-2929 for further information.
- Please indicate whether the system is in the City's designated Edwards Aquifer Recharge Zone (EARZ) or the Barton Springs segment of the Edwards Aquifer Contributing Zone (EACZ) (COA §15-5). If located in these areas, a Nitrogen Reduction System may be required. Please see <http://www.austintexas.gov/page/ossf-nitrogen-reduction-systems> for further information.

In addition, please clearly mark the street address at the site in a manner visible from the road, along with the location of the profile holes, tanks, and disposal area corners.

Note: This list represents the minimum information required to begin the review process. During the review, other information may be required. The plan must clearly indicate that the proposed facility will meet the minimum requirements of the applicable rules, regulations, construction standards, and City policies.

FOR CITY OF AUSTIN USE ONLY

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_