



**SUBMITTAL CHECKLIST  
FOR ON-SITE SEWAGE FACILITIES (OSSF) MINOR DEVELOPMENT REVIEW**

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.

The **application fee** (it may be paid by credit card by calling 512-972-0050).

The **county tax record for the lot or parcel** (a warranty deed showing proof of property ownership is required if the property owner is different than the one listed in the tax record).

**Floor plans for the structures served by the OSSF** (if applicable, not required for pools, etc.).

A **scaled site plan drawing showing the proposed development in relation to all OSSF components**. Austin Water may be able to provide the applicant with a copy of an as-built drawing of the OSSF if there’s one on file. Email us at [ossf@austintexas.gov](mailto:ossf@austintexas.gov) to request a copy of your OSSF records.

Note: This list represents the minimum information required to begin the review process. During the review, other information may be required.

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FOR CITY OF AUSTIN USE ONLY

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