



AUSTIN WATER
Utility Development Services Division
625 East 10th Street, Suite 715
Austin, Texas 78701
(512) 972-0050 **fax: (512) 972-0251**



Welcome to the On-Site Sewage Facilities (OSSF) permit application process. If you have questions about this process we are available to answer your questions at (512) 972-0050.

A property owner must file an application for a permit to construct with the permitting authority for the following:

- 1) The construction of a structure using an on-site sewage facility for wastewater disposal.
- 2) The remodel, alteration, addition to, or change of use of a structure using an on-site sewage facility.
- 3) The remodel, alteration, or modification of the components of an on-site sewage facility.

In this packet you will find a checklist showing how to complete the City of Austin OSSF application process.

Procedures for Completing a City of Austin Application

1. When the application form is received it should be filled out completely, including the legal description of the property and the source of water.
2. The application fee for an OSSF is given in our fee schedule.
3. For an OSSF, follow the instructions on the "SUBMITTAL CHECKLIST FOR ON-SITE SEWAGE FACILITIES".
4. When all the necessary paperwork has been completed, turn in the package and fees to our office.

Authorization

- * Ordinance No. 990211-E
- * Code of the City of Austin, Chapter 15-5
- * Chapters 341 and 366 of the Texas Health and Safety Code
- * Chapter 285 of Title 30 of the Texas Administrative Code
- * Chapter 26 of the Water Code

INSTRUCTIONS FOR COMPLETING THE APPLICATION SUBMITTAL

Submit the completed application package and appropriate fees to the Austin Water Utility, Utility Development Services, On-Site Sewage Facilities Program, 625 East 10th Street, Suite 715, Austin, Texas 78701.

SITE ADDRESS - This information must be provided. Most addresses can be obtained by providing your legal description to the City of Austin Addressing at 974-2797.

LEGAL DESCRIPTION - In most cases this will consist of the subdivision name, lot number, block, and section number. If the property is not part of a platted subdivision, the acreage and survey name must be provided as well as the volume and page number of the County Deed Records on which the property is recorded.

TAX PARCEL I.D. NUMBER - This can be obtained from the County Appraisal Office (www.traviscad.org for Travis Co. or www.wcad.org for Williamson Co.).

TYPE OF DEVELOPMENT - Check either “Single family residential” or “Non-residential” and complete the appropriate section. Living area is defined as total heated and cooled area.

DISTANCE TO PUBLIC SEWER - This information can be obtained by calling the Austin Water Utility, Taps Office at 972-0000.

PLOT PLAN - This application must be accompanied by a plot plan of the property. This plot plan must clearly show the following:

- 1) An outline of the property giving dimensions of the property lines. Include a direction arrow pointing north.
- 2) The location and dimensions of all proposed facilities such as buildings, swimming pools, driveways and other paved areas, patios and decks.
- 3) Existing, proposed, or abandoned wells, including those on adjacent properties, which may be within 150 feet of the proposed system. Also, show any on-site sewage facilities on adjacent properties that may be within the 150-foot radius of any proposed or existing wells.
- 4) Potable water lines. Any easements such as utility, electrical, drainage, etc.
- 5) The nearest public road including the name of the road.
- 6) Any creeks, dry washes, drainage ditches, ponds, lakes, streams, etc.
- 7) Sharp slopes, breaks, or areas of slope greater than 15%.
- 8) Two foot contours for the areas extending 25’ upslope to 75’ downslope of the disposal area, with 1ft. contours throughout the extent of the disposal area.
- 9) The proposed location of the on-site sewage facility.
- 10) The contour of the 100-year floodplain if it exists on the site.

SITE EVALUATION REPORT - Provide a completed copy of the site evaluation report on the Site Evaluation Form provided at: http://www.austintexas.gov/sites/default/files/files/Water/UDS/OSSF/site_evaluation_form.pdf

SIGNATURE - The OSSF application form must be signed by the property owner.