



## Application for On-Site Sewage Facility New Construction

### INSTRUCTIONS and PROCESS OF APPLICATION

\*REMOVE AND RETAIN THIS PAGE PRIOR TO RETURNING THE APPLICATION\*

- ❑ Obtain an application from the City of Granbury.
- ❑ Have an appropriate individual (Site Evaluator or Professional Engineer) perform a mandatory soil identification procedure.
- ❑ Have a Professional Engineer prepare planning materials.
- ❑ Submit the following pages:
  - Application for On-Site Sewage Facility New Construction (Completed by Owner)
  - On-Site Sewage Facility Technical Information for Permit (Completed by Designer/Professional Engineer)
  - OSSF Site Evaluation (Completed by Site Evaluator)
  - OSSF Soil/Site Evaluation Form (Completed by Soil Evaluator)
  - COPY of Affidavit to the Public (Keep Original) You will need to file the original with Hood County once approved by City Council
- ❑ Plans and application will be reviewed by the Designated Representative and the Director of Public Works.
- ❑ Application will be presented at the next available City Council meeting for approval. You will be notified upon approval.
- ❑ Once approved you will be instructed to come in and pay the required Permit fee and file the Affidavit to the Public with the Hood County Clerk's office located at 201 W. Bridge St.
- ❑ Upon approval an Authorization to Construct will be issued. The Authorization to Construct is valid for one year from the date of issue.
- ❑ Construction may begin. An inspection of the installation is required **BEFORE** covering of the system. Contact the Designated Representative at least 3 working days in advance to arrange an inspection.
- ❑ After a successful inspection, a Notice of Approval will be issued to the owner within approximately five (5) working days.
- ❑ **NOTE:** The installer must pay a re-inspect fee, equal to ½ the permit amount, for each time the system must be re-inspected. All fees must be paid before a Notice of Approval will be issued.



**Application for On-Site Sewage Facility  
New Construction**

**OWNER COMPLETES**

Name of Applicant: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Legal Description:    Sec: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Plat Date: \_\_\_\_\_  
Acreage: \_\_\_\_\_ Survey Name: \_\_\_\_\_ Abstract Name/No: \_\_\_\_\_  
Source of Water:    \_\_\_ Private Water Well    \_\_\_ Public Water Supply    Name of Supplier: \_\_\_\_\_  
Single Family Residence:    # of Bedrooms: \_\_\_\_\_ Living Area Square Footage: \_\_\_\_\_  
Commercial/Institutional (including multi-family residences) type: \_\_\_\_\_  
Site Evaluator: \_\_\_\_\_  
License No: \_\_\_\_\_ Phone No: \_\_\_\_\_  
  
Designer: \_\_\_\_\_  
License No: \_\_\_\_\_ Phone No: \_\_\_\_\_  
  
Installer: \_\_\_\_\_  
License No: \_\_\_\_\_ Phone No: \_\_\_\_\_

**I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. AUTHORIZATION IS HEREBY GIVEN TO THE CITY OF GRANBURY TO ENTER UPON THE ABOVE DESCRIBED PROPERTY FOR THE PURPOSE OF SOIL SITE EVALUATION AND INVESTIGATION OF AN ON-SITE SEWAGE FACILITY.**

Signature of Applicant: \_\_\_\_\_  
Date: \_\_\_\_\_

<b>I ATTEST THAT ALL DOCUMENTS ARE COMPLETE AND APPROVED FOR CITY COUNCIL ONLY AT THIS TIME.</b>	
_____	_____
<i>Designated Representative</i>	<i>Date</i>
_____	_____
<i>Director of Public Works</i>	<i>Date</i>
*City of Granbury Must Keep Original on File Until Approved by City Council and permit fee is paid.	

<b>APPROVED BY CITY COUNCIL</b>		
_____	_____	_____
<i>Printed Name</i>	<i>Authorized Signature</i>	<i>Date</i>



**ON-SITE SEWAGE FACILITY TECHNICAL INFORMATION FOR PERMIT**

**DESIGNER/PROFESSIONAL ENGINEER COMPLETES**

**DO NOT BEGIN CONSTRUCTION PRIOR TO APPLICATION APPROVAL  
UNAUTHORIZED CONSTRUCTION CAN RESULT IN CIVIL AND/OR ADMINISTRATIVE PENALTIES.**

Owners Name: \_\_\_\_\_

**SEWER (House Drain):**

Type and size of pipe: \_\_\_\_\_

Slope of sewer pipe to tank: \_\_\_\_\_

**DAILY WASTEWATER USAGE RATE:**

Q = \_\_\_\_\_ Gallons/Day

Water Saving Devices:  Yes  No

**TREATMENT UNIT:**

Septic Tank  Aerobic Unit

Tank Dimensions: \_\_\_\_\_ Liquid Depth (to outlet): \_\_\_\_\_

Size Required: \_\_\_\_\_ Size Proposed: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Material/Model#: \_\_\_\_\_

Pretreatment Tank:  Yes Size: \_\_\_\_\_ (gal)  No  N/A

Other: \_\_\_\_\_

(Please attach description)

**DISPOSAL SYSTEM:**

Type: \_\_\_\_\_

Area Required: \_\_\_\_\_ Area Proposed: \_\_\_\_\_

**ADDITIONAL INFORMATION:**

**NOTE: THIS INFORMATION MUST BE ATTACHED FOR REVIEW TO BE COMPLETED.**

- ✓ Soil/Site Evaluation
- ✓ Planning Materials

\_\_\_\_\_  
*Designer's Signature*

\_\_\_\_\_  
*License Number*

\_\_\_\_\_  
*Date*



**OSSF SITE EVALUATION**

**SITE EVALUATOR COMPLETES**

Date: \_\_\_\_\_ Application Number: \_\_\_\_\_

**APPLICANT INFORMATION**

**SITE EVALUATOR INFORMATION**

Applicant Name: \_\_\_\_\_ Evaluator Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Certification Number: \_\_\_\_\_

**PROPERTY LOCATION**

**INSTALLER INFORMATION**

Address: \_\_\_\_\_ Installer Name: \_\_\_\_\_

Additional Info: \_\_\_\_\_ Registration Number: \_\_\_\_\_

\_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ City, State, Zip \_\_\_\_\_

\_\_\_\_\_ Phone Number: \_\_\_\_\_

**Schematic of Lot or Tract**

Show:

- Compass North, adjacent streets, property lines, property dimensions, location of buildings, easements, swimming pools, water lines, and other structures where known
- Indicate slope or provide contour lines from the structure to the farthest location of the proposed soil absorption or irrigation area
- Location of soil borings or dug pits (show location with respect to a known reference point)
- Location of natural, constructed, or proposed drainage ways (streams, ponds, lakes, rivers, high tide of salt water bodies) water impoundment areas, cut or fill bank, sharp slopes and breaks. Note presence of 100-year flood zone
- Location of existing or proposed wells on site and existing wells on adjacent properties
- Lot size: \_\_\_\_\_ acres

**SITE DRAWING**

Scale: 1 inch = 50 feet

\_\_\_\_\_  
*Signature of Site Evaluator*

\_\_\_\_\_  
*Certificate Number*

\_\_\_\_\_  
*Date*



## OSSF SOIL/SITE EVALUATION FORM

### SOIL EVALUATOR COMPLETES

Requirements:

- At least two soil evaluations must be performed on the site, at opposite ends of the proposed disposal area. Please show the results of each soil evaluation on a separate table. **Locations of soil evaluations must be shown on the site drawing.**
- For subsurface disposal, soil evaluations must be performed to a depth of at least two (2') feet below the proposed excavation depth. For surface disposal, the surface horizon must be evaluated.
- Please describe each soil horizon and identify any restrictive features in the space provided below. Draw lines at the appropriate depths.
- Proposed Excavation Depth: \_\_\_\_\_

SOIL EVALUATION 1					
Soil Boring Number:					
Depth (Feet)	Textural Class	Structure (if applicable)	Drainage Mottles/Water Table	Restrictive Horizon	Comments

SOIL EVALUATION 2					
Soil Boring Number:					
Depth (Feet)	Textural Class	Structure (if applicable)	Drainage Mottles/Water Table	Restrictive Horizon	Comments

I certify that the findings of this report are based on my field observations and are accurate to the best of my ability.

\_\_\_\_\_

*Signature of Site Evaluator**Certificate Number**Date*



**AFFIDAVIT TO THE PUBLIC**

**THE COUNTY OF HOOD  
STATE OF TEXAS**

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_  
*(print name clearly)*

\_\_\_\_\_ who after being by me duly sworn, upon oath states that he/she is the  
*(name of homeowner(s))*

owner of record of that certain tract Parcel of land lying and being situated in Hood County Texas, and being more particularly described as follows: *(INSERT legal description of property)*

SITE ADDRESS: \_\_\_\_\_

LOT(s): \_\_\_\_\_ BLK: \_\_\_\_\_ ABST: \_\_\_\_\_

ADDN: \_\_\_\_\_ SEC: \_\_\_\_\_ UN: \_\_\_\_\_

An on-site sewage facility (OSSF) requiring a maintenance contract, according to 30 Texas Administrative Code 285.91 (12) and Hood County On-site Sewage Disposal Order Section 10 (c) will be installed on the property as described above.

1. The property owner of each on-site sewage facility shall continuously maintain a signed written contract with a valid maintenance provider and submit a copy of the contract to the City of Granbury at least 30 days prior to the expiration of the previous contract.
2. If the property owner or maintenance provider desires to discontinue the provisions of the maintenance contract, the maintenance provider or owner shall notify, in writing, the City of Granbury, at least 30-days prior to the date service will cease. In the event that a maintenance company discontinues business, the property owner shall contract with a new maintenance provider within 30-days of the termination date and provide the City of Granbury with a copy of the newly signed maintenance contract.
3. All properties described herein that contain a portion of the OSSF may not be sold separately for the lifetime of the OSSF per Chapter 285.4 (b) (2) of Title 30 Texas Administrative Codes.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Address

SWORN AND SUBSCRIBED TO AND BEFORE me on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
By: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF TEXAS

Notary's Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_