



## Application for On-Site Sewage Facility Modification Form

### INSTRUCTIONS and PROCESS OF APPLICATION

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

- ❑ Obtain an application from the City of Granbury.
- ❑ Have a Professional Engineer prepare planning materials.
- ❑ Submit the following pages:
  - Application for On-Site Sewage Facility Modification (Completed by Owner)
  - On-Site Sewage Facility Technical Information for Permit (Completed by Designer/Professional Engineer)
- ❑ Plans and application will be reviewed by the Designated Representative.
- ❑ Upon approval, an Authorization to Construct will be issued. The Authorization to Construct is valid for one year from the date of issue.
- ❑ 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.

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.



**Application for On-Site Sewage Facility  
Modification Form**

**OWNER COMPLETES**

Name of Applicant: \_\_\_\_\_

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

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

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

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

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: \_\_\_\_\_

**I ATTEST THAT ALL DOCUMENTS ARE COMPLETE AND APPROVED.**

\_\_\_\_\_  
*Designated Representative*

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



**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*