

Charles McDonald
Designated Representative
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Kinney County OSSF Permit

Permit fee for a single-family residence and all other types of facilities is \$375.00. The Tex Acre rule is not in effect in Kinney County. Make the check out to Kinney County. Send the application and check to the above address.

Note:

There are four pages to the application. All four pages **MUST** be filled out. **DO NOT** send a application that has the words "SEE ATTACHED or SEE DESIGN" written in any blank space on the application. It will be sent back, and the ATC will not be issued. Legal descriptions are a **MUST**. Go to the county appraisal district office and ask for a copy of your client's CAD CARD. The information you need is in this document. Last item, a respectable drawing needs to be with the application as well.

RS & PE:

Most of you have your own forms for your site evaluation. You may substitute your form for the ones in the permit. However, page #2 (technical information) needs to be filled out no matter how many times this information shows up in your design information. Once again, do not fill in blanks with "SEE ATTACHED or SEE DESIGN".

If you have any questions or concerns, call Charles McDonald at 325-456-4607

Charles McDonald
DR Kinney County
TCEQ LIC OS0007644

Kinney County

OSSF SITE EVALUATION AND PLANNING MATERIALS CHECKLIST

OWNER'S NAME: _____ DATE _____

The following information must be submitted with the design package for review by the permitting authority. Failure to include or address all of the following items may result in approval delays.

1. **SOIL/SITE EVALUATION:** A minimum of two soil backhoe pits must be excavated at opposite ends of the purposed disposal area. The borings or pits must be excavated to a depth of two feet below the proposed excavation of the disposal area, or to a restrictive horizon, whichever is less. Two copies of the analysis results and the drawing must be submitted. The following information must be included:

- A. Depth of soil boring or backhoe pit.
- B. Soil texture analysis. List the soil class.
- C. Gravel analysis (if applicable)
- D. Restrictive horizons analysis.
- E. Groundwater evaluation.
- F. Topography.
- G. Flood hazard.
- H. Vegetation.
- I. Location of water wells, existing or proposed, and on adjacent properties.
- J. Location of any streams, ponds, lakes, rivers, creeks or slopes that impact the site.
- K. Location of foundations, buildings, surface improvements, property lines, easements, swimming pools and other structures existing or proposed.

2. **PLANNING MATERIALS:** Submit two copies of the proposed treatment and disposal construction design. The following design criteria must be prepared and submitted for review.

- A. A scale drawing of the on-site sewage facility, showing all structures served.
- B. Materials prepared by a professional engineer or professional sanitarian must appropriate seal, date and signature.
- C. Proposed designs must clearly indicate property lines and the location of all water wells.
- D. Site plan must show streams, ponds, lakes, rivers, creeks and slopes.
- E. Site plan must show surface improvements, easements, swimming pools and any other structure existing or proposed.
- F. All separation distances identified in Table X must be shown.
- G. A sectional view of the tanks, including a pump tank, detail and excavations must be submitted.

Kinney County

APPLICATION REQUIREMENTS FOR ON-SITE SEWAGE FACILITY PERMITS

SINGLE FAMILY DWELLING FEE: \$375.00

ALL OTHER TYPE FACILITIES FEE: \$375.00

- **Obtain an OSSF application from the Kinney County Judge's Office**
- **A licensed Soil/Site Evaluator or State Licensed engineer must conduct a complete site evaluation. A detailed report, documenting the results of the soil and site conditions in accordance with 30 TAC §285.30, & 30 TAC 285.31, must be submitted for all systems installed.**
- **Have planning materials prepared by the required individual. Standard systems may be prepared by the owner of the OSSF installer. Non-standard and proprietary systems must be prepared by a licensed professional engineer or a licensed professional registered sanitarian (RS).**
- **Submit completed application and technical information sheets. Remit the appropriate application fee and two copies of each of the following: complete site evaluation results, all planning materials and the directions to the site; a legally recorded affidavit (if required) and a signed maintenance contract, (if required).**
- **The application and planning materials will be reviewed by the Kinney County DR Non-standard planning materials may be reviewed by TCEQ Regional Staff or the TCEQ Central Office staff in Austin OSSF Support Program.**
- **Upon approval, a written Authorization to Construct (ATC) will be issued in the name of the property owner by mail. The ATC is valid for one year from the date of issuance.**
- **The installer must notify the Kinney County DR for the final inspection within at least five working days before the requested date of the final construction inspection. All excavations must be left open until the inspection has been completed.**
- **If the installation is approved, a written Notice of Approval (NOA) will be issued to the owner within seven days.**
- **The OSSF Installer or the installer's registered apprentice on record must be present on site during all OSSF site inspections 30 TAC 285.50(f).**

ALL APPLICABLE OSSF APPLICATION FEES AND SYSTEM RE-INSPECTION FEES MUST BE MADE PAYABLE TO "KINNEY COUNTY". ALL FEES MUST BE PAID BY CHECK OR MONEY ORDER, CASH WILL NOT BE ACCEPTED & ALL FEES ARE NON-REFUNDABLE.

Kinney County
Application for On-Site Sewage Facility
New Construction

Kinney County

Application No.

Date Received

Kinney County

Amount

1. **PROPERTY OWNERS NAME:** _____
2. **CURRENT MAILING ADDRESS:** _____
3. **HOME PHONE NO:** _____
4. **911 SITE ADDRESS:** _____
5. **PROPERTY LEGAL DESCRIPTION:** _____
Acreage: _____ Plate Date: _____ Subdivision name (if applicable) _____
Please attach verification of legal description such as a copy of Deed, Plat Map, Survey, or other documentation containing legal description.
6. **DIRECTION TO SITE:** _____
7. **SOURCE OF WATER:** () PRIVATE WELL () PUBLIC WATER SUPPLY _____
8. **SINGLE FAMILY RESIDENCE:** () NO. OF BEDROOMS; LIVING AREA (FT.) _____
9. **COMMERCIAL/INSTITUTIONAL (other than single family residence) TYPE:** _____
BUSINESS/INSTITUTION NAME: _____
RESPONSIBLE OFFICAL: _____ **NO. OF EMPLOYEES/UNITS:** _____
10. **SITE EVALUATOR:** _____ **LICENSE NO:** _____
H. DESIGNER: _____ **LICENSE NO:** _____
11. **INSTALLER:** _____ **LICENSE NO:** _____
PHONE NO: _____ **OTHER OR FAX NO:** _____
MAILING ADDRESS: _____ **CITY** _____ **STATE** _____ **ZIP** _____

I certify that the above statements are true and correct to the best of my knowledge. Authorization is hereby given to the Texas Commission on Environmental Quality to enter upon the above-described property for the purpose of soil/site evaluation and investigation of an on-site facility.

If you have any questions on how to fill out this form or about On-Site Sewage Facility Program, please contact the Kinney County Judge's office at (830) 563-2401 Ext. 2.

Signature of Property Owner

Date

**Kinney County
On Site Sewage Facility
Technical Information for Permit**

Application # _____

Date Received _____

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

PROPERTY OWNER'S NAME: _____

Professional design required?: YES NO **If yes, is professional design attached?** YES NO

I. SEWER (HOUSE DRAIN):

TYPE AND SIZE OF PIPE: _____ **SLOPE OF SEWER PIPE TO TANK:** _____

II. DAILTY WASTEWATER USAGE RATE: Q = _____ **(gallons/day)**

WATER TO SAVING DEVICES: YES NO

TREATMENT UNIT: SEPTIC TANK AEROBIC UNIT

TANK DEMENTIONS _____ **LIQUID DEPTH (BOTTOM OF TANK TO OUTLET:** _____

SIZE REQUIREMENTS _____ **SIZE PROPOSED** _____

MANUFACTURER _____ **MATERIAL/MODEL #** _____

PRETREATMENT TANK YES SIZE _____ (gal) NO NA

OTHER: _____

III. DISPOSAL SYSTEM:

TYPE: _____ **AREA REQUIERED** _____
AREA PROPOSED _____

IV. ADDITIONAL INFORMATION:

NOTE – THIS INFORMATION MUST BE ATTACHED FOR REVIEW TO BE COMPLETED,

A. SOIL/SITE EVALUATION

B. PLANNING MATERIALS

The attached checklist details those items that must be addressed under each of these categories.

Designer's Signature

License No.

Date

KINNEY COUNTY

**AUTHORIZED AGENT OSSF PROGRAM
SITE EVALUATION AND PLANNING MATERIALS FOR AN ON-SITE SEWAGE FACILITY**

**The following information must be submitted with the design package for review by the Kinney County DR.
Failure to include or address all of the following items may result in approval delays.**

Application No. _____

Applicant's Site Information		Site Evaluator Information	
NAME		NAME	
ADDRESS		ADDRESS	
CITY, STATE, ZIP		CITY, STATE, ZIP	
PHONE NO		PHONE NO	
COUNTY		COUNTY	

Additional Information:

SITE EVALUATION: A minimum of two soil borings or backhoe pits must be excavated at opposite ends of the proposed disposal area. The borings or pits must be excavated to a depth of two feet below the proposed excavation, or to a restrictive horizon, whichever is less. The boring or pit locations must be indicated on the site diagram. This report shall include a groundwater evaluation, a surface drainage analysis and all applicable minimum separation requirements in regards to 30 TAC 285.91(10)(Table X).

PLANNING MATERIALS: The proposed treatment and effluent disposal system shall be prepared based on the site evaluation. The submittal requirements must include the following details.

- A legible scale drawing of the on-site sewage facility, showing all structures served.
- Any documents prepared by a professional engineer or professional registered sanitarian must be signed, sealed and dated.
- Proposed design must comply with all separation distances identified in 30 TAC 285.91(10) Table X.
- A sectional view of the tanks, including pump tanks, and excavations must be submitted.

Soil Boring/Backhoe Pit Number <u> #1 </u>						
Depth (Feet)	Soil Class 285.30(b)(1)(A)(i-v)	Gravel Analysis 285.30 (b)(1)(B)	Restrictive Horizon 285.30 (b)(1)(C)(1, ii)	Groundwater 285.30 (b)(2)	Topography 285.30 (b)(2)	Flood Hazzard 285.30(b)(3)(B)
0						
1 ft						
2 ft						
3 ft						
4 ft						
5 ft						
6 ft						
7 ft						

Soil Boring/Backhoe Pit Number _____ #2 _____						
Depth (Feet)	Soil Class 285.30(b)(1)(A) (i-v)	Gravel Analysis 285.30 (b)(1)(B)	Restrictive Horizon 285.30 (b)(1)(C)(1, ii)	Groundwater 285.30 (b)(2)	Topography 285.30 (b)(2)	Flood Hazzard 285.30(b)(3)(B)
0						
1 ft						
2 ft						
3 ft						
4 ft						
5 ft						
6 ft						
7 ft						

Schematic of Lot or Tract/Site Drawing

Scale: 1 inch = 50 feet/or appropriate

*If necessary, the site diagram may be provided on separate pages.

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

Signature: _____ Lic No.: _____ Date: _____