

## **CITY OF WEST LAKE HILLS OSSF PERMIT APPLICATION PROCEDURES**

Welcome to the On-Site Sewage Facilities (OSSF) permit application process for the City of West Lake Hills, Texas. If you have questions about this process we are available to answer your questions at (512) 610-6836.

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.

### **PROCEDURES FOR COMPLETING AN 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 a professionally designed system is given on the application and in the fee schedule.
- 3) Submit the completed application package and appropriate fees to the City of West Lake Hills, 911 Westlake Dr., West Lake Hills, Texas 78746

**SITE ADDRESS** This information must be provided.

**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.

**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.

**PROPERTY SURVEY** A certified ground survey of the property with one-foot interval contours shall be required. The survey shall be sealed and certified by a state registered public surveyor.

**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 with property dimensions, plotted at a scale of 1”=10’, 20’ or 30’ and a north arrow.
- 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’ down slope 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.

**SIGNATURE** This application must be signed by the property owner.

**OSSF FEE SCHEDULE**

**CITY ORDINANCE 108, SANITATION FEES**

- A. Commercial System:**
  - 1. New System - \$510.00 amount includes \$10.00 state surcharge
  - 2. Modification and /or repair - \$210.00 amount includes \$10.00 state surcharge
- B. Residential System**
  - 1. New System - \$410.00 amount includes \$10.00 state surcharge
  - 2. Modification and /or repair - \$160.00 amount includes \$10.00 state surcharge
- C. Addition Inspection - \$100.00**
- D. Subdivision Profile Hole Test Review – \$50.00**
- E. Each Variance – \$250.00**
- F. Renewal of expired permit - \$150.00 Residential, \$200.00 Commercial**

**City of West Lake Hills  
OSSF Inspection  
911 Westlake Drive  
West Lake Hills, Texas 78746  
(512) 327-3628 fax: (512) 372-1863**