

SUBMITTAL CHECKLIST FOR ON-SITE SEWAGE FACILITIES

Please provide the information listed below (references to applicable sections of the City of West Lake Hills Code of Ordinances and the Texas Administrative Code are provided in parentheses). Using this checklist and having a complete package will ensure that the review process runs smoothly. Only complete submissions will be reviewed.

Please complete this checklist and turn it in with your application package.

All submittal materials must be provided in pdf format. No hard copies needed!

Owner's Name: _____

Phone: _____ Cell Phone _____

Email _____

Property Address: _____

Designer's Name: _____

Phone: _____ Cell Phone _____

Email _____

Builder's Name: _____

Phone: _____ Cell Phone _____

Email _____

- ___1. A complete application for an On-Site Sewage Facility Construction Permit signed by the property owner and the initial application fee. (30 TAC §285.3(b) (1) (A, D))
- ___2. A legal description of the property in the form of a property survey or subdivision plat showing all easements and setbacks associated with the property. (30 TAC §285.5)
- ___3. A certified ground survey with one-foot interval contours shall be required for the disposal field areas for all systems regardless of slope conditions. The survey shall be sealed and certified by a state registered public surveyor. (Chapter 18, Sec. 18.03.067 (3) iii c 3).
- ___4. If a Maintenance Contract is required under Ch. 285, a copy of the executed "Affidavit to the Public" after it has been filed with the county. (30 TAC §285.3(b) (3))
- ___5. If system components are to be on separate lots, a copy of the executed "Affidavit to the Public" after it has been filed with the county. (30 TAC §285.4(b) (2) (D))
- ___6. A complete set of plans for the OSSF system. If the system is professionally designed then set should bear an original seal and signature by the designer. (30 TAC §285.5(a))
- ___7. Site evaluation report for the property on the TCEQ form. (30 TAC §285.3(b) (1) (C))

___9. If the site lies within a floodplain, a FEMA floodplain map must be provided with the submittal that clearly indicates the portion of the site that lies within the 100-year floodplain. The 100-year flood boundaries shall be clearly indicated on the site drawing §285.5 (a) The drawings shall also indicate if the 100-year floodplain does not exist within the tract. 30 TAC §285.30(b)(3)(B)) and 30 TAC §285.31(c) (2))

___10. A formal written request for any variances being requested, with a separate justification for each. (30 TAC §285.3(b) (2))

___11. Clearly indicate setback features and distances on the plans. (30 TAC §285.30(b) (4))

___12. Please indicate whether the system is in the Edwards Aquifer recharge zone. (30 TAC §285.40)

___13. Clearly indicate the location of all water wells within 150' of the proposed disposal area or within 50' of any other system component. (30 TAC §285.30(b) (4))

___14. A statement from the designer that no part of the system is within 10' of a potable water line. Please indicate the location of any potable water lines on the plans. (30 TAC §285.31(d))

___15. A site plan scaled to 1"=10', 20' or 30' showing the system layout with 2 ft. 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. (To ensure compliance with 30 TAC §285.31(c) (1))

___16. Cross-sectional diagrams of the treatment units and all disposal areas. (To ensure compliance with 30 TAC §285.32 and 30 TAC §285.33). All treatment units require risers to grade, an outlet filter and a reserve tank capacity of one day flow above the alarm on level.

___17. Sizing calculations for the treatment units and all disposal areas. Pressure reducing emitters are to wet not more than four square feet of absorptive area per emitter and overlapping areas shall be counted once within one foot of the pressure reducing emitter. (To ensure compliance with 30 TAC §285.32 and 30 TAC §285.33).

___18. The plan must clearly indicate that the proposed facility will meet the minimum requirements of the applicable rules, regulations, construction standards, and Department policies. (30 TAC §285.3(a) (1)) In addition, please clearly mark the street address at the site in a manner visible from the road, along with the location of the profile holes, tank area, and disposal area corners. Before a permit can be issued, the City of West Lake Hills will conduct a field review. If the site is inaccessible because of locked gates, fences, or thick brush, the review will be delayed and re-inspection fees may be required. (To ensure compliance with 30 TAC §285.30)

___19. The City of West Lake Hills requires all OSSF designs to include an engineered silt fence signed and sealed by a Professional Engineer. West Lake Hills Municipal Code 14-142 (c)(8), Reference Sec. 86-129 (b).

Note: This list represents the minimum information required to begin the review process. During the review, other information may be required.

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