

**On Site Sewage Facility Information Sheet  
MATAGORDA**

**PROPERTY OWNER INFORMATION**

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

**Name:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Current Mail Add.:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Home Ph#:** \_\_\_\_\_ **Work Ph#:** \_\_\_\_\_ **Cell Ph#:** \_\_\_\_\_

**Referred By:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

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**BILLING INFORMATION**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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

**Payment Option: Personal Check:** \_\_\_\_\_ **Cash:** \_\_\_\_\_

**Credit Card (add 4% to bid price):** \_\_\_\_\_

**Purchase Order #:** \_\_\_\_\_

**Notes:**

\_\_\_\_\_

## **Customer instructions for completing septic system paperwork.**

- 1 – County application. Fill out owner information
- 2 – Norweco Contract – Customer Signature and Date required
- 3 – Affidavit – Sign and print name of property owner.

NOTE: A copy of your property survey needs to be returned with papers (preferably a plot plan).

- 4 – Installation Contract – Read notes, sign and date.

NOTE: Duplicate copy is for your records

Please return all originals along with property survey to our office. The brochure is for your records.

If you have any questions or require additional information please feel free to call us anytime at 1-800-841-3447.

### CUSTOMER CHECKLIST:

- \_\_\_ 1. Survey of Property or Plot Plan
  - \_\_\_ 2. Tax Receipt or Deed for legal description and proof of ownership
  - \_\_\_ 3. Well Log (if requested)
  - \_\_\_ 4. Correct 911 Address (Required for Floodplain)
  - \_\_\_ 5. Floodplain Signoff
- 

### **Below for office use only.**

Before the application is submitted to the D.R. the following is needed.

- \_\_\_ 1. Survey of property.
- \_\_\_ 2. Legal description is to be filled out on all paperwork.
- \_\_\_ 3. Affidavit to the public filed in the county clerk's office
- \_\_\_ 4. Well log.
- \_\_\_ 5. Maintenance contract.
- \_\_\_ 6. Check for permit.
- \_\_\_ 7. Site Evaluation.
- \_\_\_ 8. Engineered design
- \_\_\_ 9. Proposal Sheet
- \_\_\_ 10. Flood Plain Signoff.

**ON-SITE SEWAGE FACILITY (OSSF) PERMIT**  
**MATAGORDA COUNTY ENVIRONMENTAL HEALTH**  
 2200 7th Street, 1st. Floor  
 Bay City, Texas 77414  
 Phone (979) 244-2717

**MCEH USE ONLY**

PERMIT NO. \_\_\_\_\_  
 \$170.00 / \_\_\_\_\_  
 PERMIT FEE CHECK NUMBER

The undersigned applicant hereby makes application for a permit to construct an On-Site sewage facility in the unincorporated area of Matagorda County, Texas as required by Rules of Matagorda County, Texas for On-Site Sewage Facilities.

**I. APPLICANT INFORMATION**

Home \_\_\_\_\_  
 Work \_\_\_\_\_  
 Cell \_\_\_\_\_

A. Owner's Name \_\_\_\_\_  
(PRINT) LAST FIRST MIDDLE

B. Permanent Mailing Address \_\_\_\_\_  
BOX OR STREET NUMBER CITY STATE ZIP

C. 911 Site Address \_\_\_\_\_  
CITY STATE ZIP

**II. LEGAL DESCRIPTION OF PROPERTY (AS DESCRIBED BY DEED, TAX STATEMENT, ETC.) *Site Map of Location***

Site Location \_\_\_\_\_  
SUBDIVISION SECTION BLOCK LOT

Matagorda County Property ID # \_\_\_\_\_ (AS FOUND ON MATAGORDA COUNTY APPRAISAL DISTRICT WEBSITE)

**III. PUBLIC WATER SUPPLY** \_\_\_\_\_ **Private Well** \_\_\_\_\_  
NAME OF SYSTEM COMMUNITY SIZE DEPTH

**IV. FACILITY INFORMATION**

A.  Commercial  House  Mobile Home  Barn  R.V.  Other \_\_\_\_\_

B. Number of: Bedrooms \_\_\_\_\_ Bathrooms \_\_\_\_\_ Size of Lot \_\_\_\_\_' X \_\_\_\_\_' or \_\_\_\_\_ ACRES

C. Structure Size (Living Area) \_\_\_\_\_ sq. ft. Q = \_\_\_\_\_ GPD New Construction  Existing Structure

**V. TYPE OF SYSTEM TO BE INSTALLED**

Low Pressure Dosing  Pumped Effluent  Other \_\_\_\_\_  
 Conventional Trench  Aerobic Brand \_\_\_\_\_  
 Disposal Type  Spray  Drip

**VI. FLOOD PLAIN**

Is The Property Located In An Identified Flood Hazard Area?  
 Yes  No Zone \_\_\_\_\_ BFE \_\_\_\_\_

Matagorda County Environmental Health must be contacted for an inspection prior to covering of trenches and tanks. The OSSF will not be approved if covered before inspection of the OSSF. The responsibility of the OSSF installation and operation will be by agreement between the OSSF installer and the owner. **APPLICATION VALID FOR ONE YEAR.**

**SIGNATURE OF INSTALLER** \_\_\_\_\_ **LICENSE #** \_\_\_\_\_ **DATE** \_\_\_\_\_

**INSTALLER NAME (PRINT)** \_\_\_\_\_

**INSTALLER TELEPHONE #** \_\_\_\_\_ **INSTALLER CELL #** \_\_\_\_\_

**SIGNATURE OF PROPERTY OWNER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**AUTHORIZATION TO CONSTRUCT ISSUED BY** \_\_\_\_\_ **DATE ISSUED:** \_\_\_\_\_

**FINAL INSPECTION BY** \_\_\_\_\_  Approved License to Operate Date Approved \_\_\_\_\_

Authorization is hereby given to Matagorda Country Environmental Health, the Texas Commission on Environmental Quality and their agents or designees, singularly or jointly to enter upon the above described property during daylight hours for the purpose of inspection of sewage facilities, for any reason consistent with the water quality program of the Texas Commission on Environmental Quality.

**Hurt's Wastewater Management, Ltd.**  
**John P. Hurt -Norweco Certified Technician No. 5208134**  
**PO Box 662, Ganado, Texas 77962**  
**321 Hwy 172**  
**1-800-841-3447**

**NORWECO SINGULAIR**  
**Initial Service Contract**

**Owners Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Effective Date:** \_\_\_\_\_ **Per final inspection**  
**Street**  
\_\_\_\_\_ **Expiration Date:** \_\_\_\_\_  
**City**                      **State**                      **Zip**  
**Telephone No:** \_\_\_\_\_ **System Installed On:** \_\_\_\_\_  
**Directions:** \_\_\_\_\_  
\_\_\_\_\_

This initial two year service contract for the Singulair Bio-Kinetic wastewater treatment system located at the site described above is intended to enable the owner to economically obtain regular service inspections for the Singulair unit, as well as non-scheduled or special service that may be required by a qualified technician. When this contract is in force, the owner will not be charged for any routine service labor. Under the terms of this service agreement, a technician will regularly inspect, test, and report the plant at four month intervals. The site will be visited following each special owner service request within a 48-hour period. The contract shall remain in effect for a period of two years, as specified in the effective and expiration dates listed above. All components of the Singulair unit are covered for a full two years warranty as determined by the dates above. The components include: concrete tanks, aerator, discharge pump, all electrical components installed as part of the system, filter / chlorination assembly, sprinkler heads, and piping. This service contract does not include the pipe from the structure to the tanks or any necessary sludge pumping that may need to occur. It shall also be understood that the homeowner is responsible for maintaining the chlorine in the system. The Texas Commission on Environmental Quality rules requires a service policy to be in effect at all times or the on-site sewage facility permit is considered void. All commercial systems will have a BOD and TSS test performed annually. Additional charges will be billed to the owner for the BOD and TSS test. The homeowner agrees to provide Hurt's Wastewater Management Ltd. with all gate combinations, keys, etc. to gain access to the system for the purpose of conducting routine inspections or service calls and to immediately notify with any changes and provide the new combinations or keys.

VIOLATION OF WARRANTY includes shutting off the electric current to the system for more than twenty-four hours, disconnecting the alarm system, restricting ventilation to the aerator, overloading the system above its rated capacity, or introducing excessive amounts of harmful matter into the system, or any other form of unusual abuse.

\_\_\_\_\_  
**Customer Signature**

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

\_\_\_\_\_  
**Hurt's Wastewater Management, Ltd.**

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

THE COUNTY OF MATAGORDA  
STATE OF TEXAS

**AFFIDAVIT TO THE PUBLIC  
CERTIFICATION OF OSSF REQUIRING MAINTENANCE**

According to Texas Commission on Environmental Quality Rules for On-Site Sewage Facilities, this document is filed in the Deed Records of Matagorda County, Texas.

I

The Texas Health and Safety Code, Chapter 366 authorizes the Texas Commission on Environmental Quality (commission) to regulate on-site sewage facilities (OSSFs). Additionally, the Texas Water Code (TWC), §5.012 and §5.013, gives the commission primary responsibility for implementing the laws of the State of Texas relating to water and adopting rules necessary to carry out its powers and duties under the TWC. The commission, under the authority of the TWC and Texas Health and Safety Code, requires owner's to provide notice to the public that certain types of OSSFs are located on specific pieces of property. To achieve this notice, the commission requires a recorded affidavit. Additionally, the owner must provide proof of the recording to the OSSF permitting authority. This recorded affidavit is not a representation or warranty by the commission of the suitability of this OSSF, nor does it constitute any guarantee by the commission that the appropriate OSSF was installed.

II

An OSSF requiring a continuous service policy, according to 30 Texas Administrative Code §285.91(12) will be installed on the property(ies) described and that this recorded affidavit affirms that the property(ies) will not be sold separately, subdivided, or re-platted without prior approval from the Matagorda County Environmental Health Department.

1) Legal Description: \_\_\_\_\_

2) Legal Description: \_\_\_\_\_

\_\_\_\_ Check here if additional properties are involved. Provide additional legal descriptions on a separate sheet labeled "Attachment A".

Physical address(es): \_\_\_\_\_

The property is owned by:

Owner: \_\_\_\_\_

The OSSF shall be covered by a continuous service policy. All service on this OSSF must be performed by an approved maintenance provider, and a signed continuous service policy must be submitted to Matagorda County within 30 days after the property has been transferred.

Upon any sale or transfer of the above-described property, the permit for the OSSF shall be transferred to the buyer or new owner. A copy of the planning materials for the OSSF can be obtained from Matagorda County.

WITNESS BY HAND(S) ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Owner(s) signature(s))

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

Revised September 2008

**Hurt's Wastewater Management, Ltd.**  
**P.O. Box 662, Ganado, TX 77962**  
**(800) 841-3447- Fax (361) 771-3452**

**Installation Contract**

**Installation Prices: Include appropriate trash and pump tank sizes.**

- \_\_\_ 600 gpd Norweco Aerobic Unit
- \_\_\_ 750 gpd Norweco Aerobic Unit
- \_\_\_ 1000 gpd Norweco Aerobic Unit
- \_\_\_ 1500 gpd Norweco Aerobic Unit

**Site evaluation / Design / Permit: Total \_\_\_\_\_ (Good for 60 days)**

- **This is a dry bid only.** In the event the job site is not accessible due to the weather conditions, there will be an additional charge to mud the system in (either use of track hoe to dig and set tanks or use of mats to drive truck in). Additional amount charged is subject to severity of location.
- The above prices are based on the home having one stub out and the tanks being located within 15' of the stub out. If there is more than one stub out, there will be an additional charge per stub out to connect the pipe. In the event of multiple stub outs and the stub out being positioned such as to require the installation of a lift station, there will be additional charges.
- An additional charge of \$250.00 for Risers will be added if stub outs are more than 24"
- **Owner's electrician is responsible for bringing 30amp 110 circuit (for 600 gpd only) within 5' of stub out.** Hurt's will provide 15' of electrical, however extra wire and conduit will be an additional charge.
- **Excess dirt will be left stockpiled on job site.**
- **Hurt's will not responsible for damaging any unmarked underground lines.**
- **Homeowner or Builder** is responsible for water supply to fill tanks, as well as the removal and/or replacement of fences or structures.
- **Hurt's not responsible for back filling around tanks after dirt settles.** One load of sand provided by Hurt's to be used for 4" pad under tanks and filling around 4" pipe from house.
- **Payment in full required day of installation. Contract is with Hurt's and homeowner. If payment is coming from the builder, the homeowner is responsible for making sure Hurt's receives that payment.**  
Visa / MasterCard / accepted at Hurt's office only. If used, there will be an additional charge.

\_\_\_\_\_  
**Customer Signature**

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

\_\_\_\_\_  
**Hurt's Wastewater Management, Ltd.**

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

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**Date**

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**Hurt's Wastewater Management, Ltd.**

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