

**On Site Sewage Facility Information Sheet
GUADALUPE**

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: _____

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.



ENVIRONMENTAL HEALTH

GUADALUPE COUNTY

310 IH 10 W

Seguin, Texas 78155

Office: (830) 303-8858

permits@co.guadalupe.tx.us

Shelly Reed Jackson, Director

ON-SITE SEWAGE FACILITY (OSSF) DEVELOPMENT APPLICATION CHECKLIST

On-Site Sewage Facilities, Title 30, TAC Chapter 285.3(c) Action on Application: The permitting authority shall either approve or deny an application within 30 days of receiving the application.

Instructions: Place a check mark next to all items that apply. For items that do not apply, place "N/A". This OSSF Development Application Checklist must accompany the completed application.

- Completed Application for On-Site Sewage Facility (OSSF) Development
- Site/Soil Evaluation Completed by a Certified Registered Sanitation/Site Evaluator or a Professional Engineer
- Planning Materials of the OSSF as Required by the TCEQ Rules for OSSF Chapter 285. Planning Materials shall consist of a scaled design and all system specifications.
- Composting Toilet Materials (approved by the executive director provided the system has been tested and certified under NSF International Standard 41 (1999) or under any other standards approved by the executive director)
- Guadalupe Appraisal District Property Identification Card
- Copy of Recorded Deed
- Copy of Recorded Subdivision Plat (If located in a recorded subdivision)
- Copy of Non-Residential Building Permit (For Non-Residential OSSF applications)
- Copy of Issued Driveway Permit (For New OSSF applications)
- Copy of Address Assignment Verification Letter (For New OSSF applications)
- Copy of Sludge Transporter Pumping Receipt (For Replacement of OSSF or Connect to existing OSSF application)
- Evaluation Report of existing OSSF (For Connect to existing OSSF application)
- Property Owner's Statement (For Connect to existing OSSF application)
- Permit Fee (See Fee Schedule)
- Well Drillers Report (If water well is present within 100 feet of system)
- Copy of all current licenses for septic designers and septic installer
- Affidavit to the Public Certification of OSSF requiring maintenance (For Aerobic Systems only & County recorded)
- Maintenance Contract signed by both property owner and maintenance provider (For Aerobic Systems only)

I affirm that I have provided all information required for my OSSF Development Application and that this application constitutes a completed OSSF Development Application.

Permit expires one year from issued date of Authorization to Construct an On-Site Sewage Facility

Signature of Agent _____

Date _____ Complete Both Sides →

Date Received _____

OFFICE USE

By _____

Complete Application

Cash Credit Card Check

Receipt Number _____

Incomplete Application (Missing items listed below):



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APPLICATION FOR ON-SITE SEWAGE FACILITY (OSSF) DEVELOPMENT

Application For: New OSSF Replace existing OSSF Connect to existing OSSF **Original Permit #** _____

Replace Tank Replace Tank Lid Add Tank to existing OSSF Repair Disposal System Move Disposal System

Composting Toilet Graywater Collection Holding Tank Other _____

Brief Description of Repair Made:

Property Owner _____

911 Approved Property Address _____ City/ST/ZIP _____

Mailing Address _____ City/ST/ZIP _____

Phone#(____) _____ Gate Code _____ Email Address _____

Property Tax ID# _____ Acreage _____ Property located in City Limits _____

Property in the flood zone? _____

OSSF in the flood zone? _____

Source of Water Public Private Well Rain Collect _____

Driveway Permit Issued _____

of Existing Living Quarters on Property _____

of Existing OSSF on Property _____

Single Family Residential

Non-Residential (show 3 areas of reserve on site plan)

Type of Construction _____

Type of Facility _____

Square Footage _____ # of Bedrooms _____

#Occ _____ #Seats _____ #Beds _____ #Spaces _____

Will this structure be used for rental? Yes No

Building Permit # Issued by Fire Marshal _____

System/Disposal _____ / _____ Soil Type _____ Disposal Area _____

Tank Size _____ Tank Brand _____ Gallons per Day (TCEQ Table III) _____

Existing Tank Size _____ New Tank Size _____

Existing Disposal Area _____ New Disposal Area _____

Professional Engineer _____ Lic# _____

Registered Sanitarian/Site Evaluator _____ Lic# _____

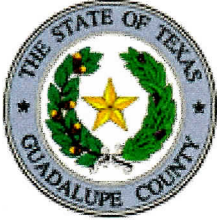
Septic Installer _____ Lic# _____

By signing this application, I certify that:

- The completed application and all additional information submitted does not contain any false information and does not conceal any material facts. I am the property owner or possess the appropriate land rights necessary to make the permitted improvements on said property.
- Authorization is hereby given to the permitting authority and designated agents to enter upon the above described property for the purpose of site/soil evaluation and inspection of private sewage facilities per **Texas Health & Safety Code 361.032 Inspections; Right of Entry**.
- I also understand that a permit of authorization to construct will not be issued until the septic inspector has performed a site inspection of the property and approved the application and all other documents submitted.
- I affirmatively consent to the online posting/public release of my e-mail address associated with this permit application.

Property Owner Signature: _____ Date: _____

Permit expires one year from issued date of Authorization to Construct Complete Both Sides →



**THE COUNTY OF GUADALUPE
STATE OF TEXAS**

**AFFIDAVIT
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 Guadalupe County, Texas.

I

The Texas Health and Safety Code, Chapter 366, authorizes the Texas Commission on Environmental Quality (TCEQ) to regulate on-site sewage facilities (OSSFs). Additionally, the Texas Water Code (TWC), Sec. 5.012 and Sec. 5.013, gives the TCEQ 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 TCEQ, under the authority of the TWC and the 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 TCEQ requires a deed recording. Additionally, the owner must provide proof of the recording to the OSSF permitting authority. This deed certification is not a representation or warranty by the TCEQ of the suitability of this OSSF, nor does it constitute any guarantee by the TCEQ that the appropriate OSSF was installed.

II

An OSSF requiring a maintenance contract, according to 30 Texas Administration Code Sec. 285.91(12) will be installed on the property described as:

Subdivision: _____ **Unit#:** _____ **Lot #:** _____ **Blk #:** _____

If not in a subdivision: **Abstract #:** _____ **Survey Name:** _____ **Acreage:** _____

The property is owned by (Owner Full Name): _____

This OSSF must be covered by a maintenance contract for the first two years. After the initial two year policy, the owner of an aerobic treatment system for a single family residence shall either obtain a maintenance contract within 30 days of expiration of current contract or complete a TCEQ approved course for purposes of homeowner maintenance. An approved maintenance company must perform all maintenance on this system, and a signed maintenance contract must be submitted to the Guadalupe County Environmental Health Department within thirty days after the property has been transferred.

The owner will, upon any sale or transfer of the above-described property, the permit for the OSSF to the buyer or new owner. A copy of the planning materials for the OSSF can be obtained from the Guadalupe County Environmental Health Department.

WITNESS MY HAND ON THIS _____ DAY OF _____, 20 ____ BY:

(Owner Signature)

(Owner Printed Name)

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS ___ DAY OF _____, 20 ____

Notary Public, State of Texas

Commission Expires

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 be 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.

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