

On Site Sewage Facility Information Sheet
KARNES

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.

Karnes County Region 13 TCEQ Authorized Agency

Karnes County Special Projects Office

200 East Calvert

Karnes City, Texas 78118

Phone: 830 780-3461 FAX 830 780-4530

HOW TO OBTAIN A KARNES COUNTY PERMIT FOR AN ON-SITE SEWAGE FACILITY

RETAIN A COPY OF THIS PAGE PRIOR TO RETURNING THE APPLICATION TO THE ABOVE ADDRESS
PLEASE USE BLUE INK

Determination Development Application required prior to OSSF permit.

SINGLE FAMILY RESIDENTIAL FEE: \$350.00

ALL OTHER TYPE SYSTEMS FEE: \$500.00

Irregular or small lot, unconventional or innovative systems.

- Obtain an application from the Karnes County Special Projects Department.
- Have appropriate individual (Registered Site Evaluator or Registered Combination Installer II / Site Evaluator) perform mandatory soil tests.
- Have appropriate individual prepare planning materials. Professional design (R.S.P.E.) is required for proprietary and non-standard systems.
- Submit completed application and technical information sheet (in property owner's name) with proof of property owner ship, with all pages intact and filled out. Include the appropriate fee and **two copies** each of the following: 1) planning materials, 2) Site and soil evaluation, 3) Accurate directions to the site.
- Plans and application will be reviewed by Designated Representative (DR). Non-standard system plans may be reviewed by TCEQ field office or central office staff in Austin.
- Upon approval, an Authorization to construct will be issued. The Authorization to Construct is valid for one year from the date of issuance.
- Begin construction. An inspection of the installation is required before covering of the system. Contact our office at least **5 working days** in advance to arrange an inspection.
- For an inspection call Greg Liska the Karnes Co. (DR) at 210-413-5649

NOTE: A re-inspection fee equal to 1/2 the permit amount must be paid by the installer for each time the system must be re-inspected. **All fees must**, be paid before a Notice of Approval will be issued.

Special Projects will retain the original.

**ALL FEES SHALL BE PAID BY:
PERSONAL CHECK, CASHIER'S CHECK, OR MONEY ORDER
PAID TO KARNES COUNTY**

Please call for an appointment to submit the completed application.

COUNTY OF KARNES

APPLICATION FOR ON-SITE SEWAGE FACILITY NEW CONSTRUCTION AND MODIFICATION

COUNTY USE ONLY

Application No. _____

Date _____

Amount _____

New Installation
 Modification

13

TCEQ REGION NUMBER

KARNES

COUNTY OF INSTALLATION

1. PROPERTY OWNER'S NAME: _____
(LAST) (FIRST) (MIDDLE)
2. PERMANENT MAILING ADDRESS: _____
3. TELEPHONE NO. DURING DAY: _____
4. SITE ADDRESS: _____
5. LEGAL DESCRIPTION: Sec. _____ Block _____ Lot _____ Date _____
SUBDIVISION: _____
OTHER THAN SUBDIVISION: ACREAGE _____ SURVEY _____
6. SOURCE OF WATER: Private Well Public Water Supply (Name) _____
7. SINGLE FAMILY RESIDENCE: No. Of Bedrooms _____ Living Area _____
() New construction () Substantial Improvement to Existing Structure () New Mobil Home () Used Mobil Home
8. COMMERCIAL/INSTITUTIONAL (including multi-family residences) TYPE: _____
NO. OF EMPLOYEES/OCCUPANTS/UNITS: _____ DAYS OCCUPIED PER WEEK: _____
9. SITE EVALUATOR: _____ CERTIFICATION NO. _____
10. DESIGNER: _____ LICENSE NO. (PE or RS): _____
PHONE NO.: _____
11. INSTALLER: _____ REGISTRATION NO.: _____
PHONE NO.: _____

I certify that the above statements are true and correct to the best of my knowledge. Authorization is hereby given to the COUNTY OF KARNES to enter upon the above described property for the purpose of lot evaluation and inspection of on-site sewage facility and that a permit to operate the facility will be granted following successful inspection of the installed system which indicates that the system was installed in compliance with this commission's On-Site Sewage Facility Rules, TAC 30, Chapter 285.

12.

(SIGNATURE OF OWNER)

(DATE)

COUNTY OF KARNES
NOTICE OF APPROVAL
ON-SITE SEWERAGE FACILITY

PERMIT # _____
CHECK # _____
DATE _____

Property Owner _____

Mailing Address _____

Property Location or "911" address _____

Karnes County, Texas

This serves to notify all persons that the on-site sewerage facility owned by the above has satisfied design, construction, and installation requirements of the Texas Commission on Environmental Quality (TCEQ) and the County of Karnes. This TCEQ-Karnes County On-Site Sewerage Facility Permit is issued for the operation of the above-identified on-site facility.

ANY MODIFICATIONS TO THE STRUCTURE, SYSTEM COMPONENTS, OR CHANGES OF OWNERSHIP MAY REQUIRE A NEW PERMIT. *The owner must notify this office of the aforementioned changes.*

ADDITIONAL INFORMATION:

Inspector

KARNES COUNTY DESIGNATED REPRESENTATIVE

Date _____

**AUTHORIZATION TO CONSTRUCT
ON-SITE SEWERAGE FACILITY**

Application Number _____ TCEQ Region Number 13 _____

Property Owner _____

Mailing Address _____

Property Location _____

KARNES

County, Texas

This serves to notify all persons that an on-site sewerage facility application, related technical data, and the appropriate fees have been received by the County of Karnes from the property owner. The application has been reviewed for technical and administrative consideration against the standards set forth by the County of Karnes. Approval is hereby granted for the construction shown on the submitted plans and is based on the information provided in the application.

Any modifications made to the submitted plans require approval by the County of Karnes prior to installation.

You or your installer must contact the approving office prior to completion to arrange the required facility inspection. The authorization to construct is valid for one year from the date of issue. If a final inspection has not been performed within one year of issue, a new application and fee will be required.

Comments: _____

Application Reviewed by

Date

CARE OF YOUR NEW SEPTIC TANK

Facility owner's responsibilities, a properly designed on-site sewerage facility, properly constructed in a suitable soil, can malfunction if the amount of water it is required to dispose of is not controlled. It will be the responsibility of the owner to maintain and operate the facility in a satisfactory manner. The proper performance of an on-site sewerage facility cannot be guaranteed even though all provisions of these Standards have been met. Inspection and licensing of an on-site sewerage facility by the licensing authority shall indicate only that the facility meets minimum requirements and does not relieve the owner of the property from complying with county, State and Federal regulations. On-site sewerage facilities, although approved as meeting minimum standards, must be upgraded by the owner, at the owner's expense. If the owner's operation of the facility results in objectionable odors, if unsanitary conditions are created, if pollution or nuisance conditions are threatened or occur, or if the facility when used does not comply with governmental regulations.

An On-site sewerage system should not be treated as if it were a city sewer. Economy in the use of water helps prevent overloading of a sewerage system that could lessen its usefulness. Leaky faucets and faulty commode full-up mechanisms should be carefully guarded against. Garbage grinders can cause a rapid buildup of sludge or scum resulting in a requirement for more frequent cleaning and possible system failure. The excessive use of garbage grinders and grease discarding should be avoided.

Check commodes for leaks that may not be apparent. Add a few drops of food coloring to the tank. Do not flush. If the color appears in the bowl within a few minutes, the toilet flush mechanism needs adjustment or repair.

Do not use the toilet to dispose of cleaning tissues, cigarette butts or other trash. This disposal practice will waste water and also impose an undesired solids load on the treatment system.

Since it is not practical for the average homeowner to inspect his tank and determine the need for cleaning, a regular schedule of cleaning the tank at two-to-three year intervals should be established. Commercial cleaners are equipped to readily perform the cleaning operation. Owners of septic tank systems shall engage only persons registered with the Texas Department of Health to transport the septic tank cleanings.

Property Owner's Signature

Date

**ON-SITE SEWAGE FACILITY
TECHNICAL INFORMATION FOR PERMIT
APPLICATION # _____**

DO NOT BEGIN CONSTRUCTION PRIOR TO APPLICATION APPROVAL. UNAUTHORIZED CONSTRUCTION CAN RESULT IN CIVIL AND OR ADMINISTRATIVE PENALTIES.

PROPERTY OWNER: _____ County: Karnes

HOME OWNER: _____ MAILING ADDRESS: _____

Professional design required? Yes No if yes, professional design attached: Yes No

I. SEWER (HOUSE DRAIN):

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

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

WATER SAVING DEVICES: Yes No

III. TREATMENT UNIT:

A. **SEPTIC TANK:**
TANK DIMENSIONS: _____ Liquid Depth (bottom of tank to outlet): _____

B. **AEROBIC:**
MANUFACTURER: _____ Model # _____

PRETREATMENT TANK: Yes No

C. **OTHER:** _____
(Please attach description)

IV. DISPOSAL SYSTEM:

TYPE: _____ TRENCH LENGTH X _____ Width

AREA REQUIRED: _____ AREA PROPOSED: _____

V. ADDITIONAL INFORMATION:

NOTE - THIS INFORMATION MUST BE ATTACHED FOR REVIEW TO BE COMPLETED.

A. SITE EVALUATION

B. PLANNING MATERIALS

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

DESIGNER'S

REGISTRATION NO.

DATE

**KARNES COUNTY
OSSF SOIL EVALUATION FORM**

Owner's Name _____

Physical Address _____

Name of Site Evaluator _____ **Registration Number** _____

Date Performed _____ **Proposed Excavation Depth** _____

- At least two soil evaluations must be performed on the site, at opposite ends of the proposed disposal are. Please show the results of each soil evaluation on a separate sheet. Locations of soil evaluations must be shown on the site drawing
- For subsurface disposal, soil evaluations must be performed to at least 2 ft. below the proposed excavation depth. For surface disposal, the surface horizon must be evaluated.
- Please describe each soil horizon and identify any restrictive features in the space provided below.

Soil Boring Number _____					
Depth (ft)	Textural Class	Structure (if applicable)	Drainage (Mottles) Water Table	Restrictive Horizon	Observations
0					
1					
2					
3					
4					
5					
-					

Soil Boring Number _____					
Depth (ft)	Textural Class	Structure (if applicable)	Drainage (Mottles) Water Table	Restrictive Horizon	Observations
0					
1					
2					
3					
4					
5					
-					

I certify that the above statements are true and are based on my own field observations.

(Signature of Site Evaluator)

Date

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

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

THE COUNTY OF KARNES *
STATE OF TEXAS *

CERTIFICATION OF OSSF REQUIRING MAINTENANCE

Residential Aerobic System

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

Karnes County, Texas.

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 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 commission 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 commission of the suitability of this OSSF, nor does it constitute any guarantee by the commission that the appropriate OSSF was installed.

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

The property is owned by: _____

This OSSF must be covered by a continuous maintenance contract for the first two years. After the initial two years a maintenance contract the owner of an aerobic treatment system for a single family residence shall either obtain a maintenance contract within 30 days or maintain the system personally.

The owner will, upon any sale or transfer of the above-described property, request a transfer of the permit for the OSSF to the buyer or new owner. A copy of the planning materials for the OSSF can be obtained from Karnes County Special Projects Office.

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
Notary's Printed Name:
My Commission Expires:

THE COUNTY OF KARNES *
STATE OF TEXAS *

CERTIFICATION OF OSSF REQUIRING MAINTENANCE

Non-Residential Aerobic System

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

Karnes County, Texas.

Aerobic System non-residential.

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 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 commission 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 commission of the suitability of this OSSF, nor does it constitute any guarantee by the commission that the appropriate OSSF was installed.

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

The property is owned by: _____

This OSSF must be covered by a continuous maintenance contract. All maintenance on this OSSF must be performed by an approved maintenance company, and a signed maintenance contract must be submitted to Karnes County Special Projects Office within 30 days after the property has been transferred.

The owner will, upon any sale or transfer of the above-described property, request a transfer of the permit for the OSSF to the buyer or new owner. A copy of the planning materials for the OSSF can be obtained from Karnes County Special Projects Office.

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
Notary's Printed Name:
My Commission Expires:



Karnes County Special Projects Office

200 East Calvert

Karnes City, Texas 78118

Phone: 830 780-3461 FAX 830 780-4530

HOW TO OBTAIN A KARNES COUNTY PERMIT FOR A DETERMINATION APPLICATION or 9-1-1 ADDRESS APPLICATION |

RETAIN A COPY OF THIS PAGE PRIOR TO RETURNING THE APPLICATION TO THE ABOVE ADDRESS
PLEASE USE BLUE INK

9-1-1ADDRESS APPLICATION NO FEE REQUIRED.

DETERMINATION DEVELOPMENT APPLICATION FEE: \$25.00

LOCATED IN IDENTIFIED FLOOD HAZARD AREA: \$50.00

Obtain an application from the Karnes County Special Projects Department.

Order of applications/permits.

1, Address Application. (No fee) with a copy of your approved entrance permit

YOU must get an approved entrance permit by Texas Department of Transportation or Karnes Co. Road & Bridge Department.

For entrance off a State maintained road (Highway, FM) contact TXDOT 830-780-3132

For entrance off of a County Road contact the Road & Bridge Department @ 830-583-3776

2. Determination Development Permit Application. (\$25.00)

Private water well must be register to the Ever Green under Ground Water Conservation District

Unless it is for an individual, a family or a household. A copy must be submitted with the Determination application permit.

Contact info@evergreenwcd.org or call 830-569-4186 110 Wyoming Boulevard Pleasanton, TX.

If determination is identified in the area of special flood hazard .A Floodplain Development Permit.

Is required. (\$50.00)

3. OSSF permit. – Address application & determination of development application must be completed

Before the OSSF permit can be submitted to the DR for approval. (\$350.00. or \$ 500.00)

• • • • •

- Submit a completed application for a 9-1-1 address to include an areal map of the property and appraisal description, requires no fee required.
- PERMANENT ENTRANCE MUST BE MARKED prior to addressing. .
IF AN ENTRANCE IS MOVED YOUR ADDRESS WILL CHANGE.

• • • • •

- Submit a **completed** application for a Determination Development permit application to include appropriate fee paid to Karnes County. To include any and all types of development and or construction in Karnes County.
- Determination property located in an identified flood hazard area, an application is required.
- Upon approval development and or construct is valid for one year from the date of application.
- If applicable see How to obtain a On- Site sewage facility permit.

Please call for an appointment to submit the completed application.

**ALL FEES SHALL BE PAID BY:
PERSONAL CHECK, CASHIER'S CHECK, OR MONEY ORDER
PAID TO KARNES COUNTY**

Karnes County
9-1-1 ADDRESS APPLICATION



STATE OF TEXAS
COUNTY OF KARNES
APPLICATION NUMBER _____

DATE requested: _____

1. **NAME OF APPLICANT:** _____
MAILING ADDRESS: _____
CONTACT PHONE # _____ **ZIP** _____

2. **LOCATION OF PROPERTY** (complete as appropriate)
If located in a subdivision:

Name of Subdivision	Section No.	Block No.	Lot No.
---------------------	-------------	-----------	---------

If NOT Located in Subdivision:

Name and No. of survey/Abstract	Acreage
Location Description (Attached a vicinity map)	

ROAD NAME or # _____

3. **NATURE OF PROPOSED ADDRESS** (Check and complete as appropriate)

RESIDENTIAL NON-RESIDENTIAL OTHER PREMISE ID

4. **DESCRIPTION OF PROPERTY**

New construction Substantial Improvement to Existing Structure

House Mobil Home

Non-Residential _____
(Specify)

Commercial _____
(Name and Type of Business)

Other _____

5. **PROPERTY OWNER** _____

6. **SEND 9-1-1 LETTER TO** _____

FOR USE BY COUNTY ADMINISTRATOR

FIELD TRIP DATE: _____

ROAD NAME: _____

START Miles _____ END Miles- _____

Property Description _____

EVEN=RIGHT _____ ODD=LEFT _____ ESN= _____ Community= _____

ADDRESS ISSUED: _____

9-1-1 letter sent _____ address in data base: _____ land line # _____