



ON-SITE SEWAGE FACILITY APPLICATION

HAYS COUNTY DEVELOPMENT SERVICES

2171 YARRINGTON RD, SUITE 100

KYLE, TEXAS 78640

(P) 512-393-2150

permits@co.hays.tx.us

On-Site Sewage Facility Application

1. Owner Information (The holder(s) of a legal or equitable interest in the subject property as shown by the deed records of Hays County)

Owner Full Legal Name: _____

Owner Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

Date of Birth: _____ Driver's License Number: _____ State Issued: _____

2. Applicant Information (A person seeking approval of an application; can be the owner or a designated representative of the owner)

Applicant Name: _____

Applicant Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

3. Designated Contact (The individual who the owner or applicant has chosen to receive all communications of the application)

Designated Contact Name: _____

Designated Contact Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

4. Designer Information (The individual who the owner or applicant has chosen to design an On-Site Sewage Facility)

Designer / Company Name: _____

Designer / Company Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

5. Installer Information (The individual who the owner or applicant has chosen to Install an On-Site Sewage Facility)

Installer / Company Name: _____

Installer / Company Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

6. Maintenance Provider Information (The individual who the owner or applicant has chosen to provide ongoing maintenance for an On-Site Sewage Facility)

Maintenance Provider / Company Name: _____

Maintenance Provider / Company Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

On-Site Sewage Facility Questionnaire

1. Property Information: (The property or tract for which an application has been submitted under the Hays County Development Regulations)

9-1-1 street address for the subject property: _____

City: _____ State: _____ Zip Code: _____

Legal Description of property

Subdivision: _____

Phase: _____ Section: _____ Block: _____ Lot: _____

If not located in a subdivision: Survey Information:

Abstract: _____

Acreage: _____

Recorded (Vol/Page/Instrument): _____

Parcel Tax ID Number: _____

Is the subject property located in a City's ETJ: Yes No City Name: _____

If yes, has an application been submitted to city? Yes No

Have you contacted the Hays County Fire Marshal's Office about your project? Yes No

If "No", please contact the Hays County Fire Marshal at 512-393-7300 or firemarshal@co.hays.tx.us

Have you contacted the Hays County Transportation Department about your project? Yes No

If "No", please contact the Hays County Transportation Department at 512-393-7385.

Have you applied for a Driveway Permit? Yes No N/A

Does your property have a gate?

No: Yes: Gate Code: _____

2. Project Description: (Summarize the work being applied for)

Project Description:

3. On-Site Sewage Facility Information: (Information about the On-Site Sewage Facility)

Category of System being installed:

Standard: Advanced / Aerobic: Other: _____

Type of disposal or On-Site Sewage Facility disposal System:

Absorptive Mounds Gravel-less Pipe Drip Irrigation Leaching Chambers

Standard Trench / Bed Evapotranspiration Bed Low Pressure Dose PTI System

EZ Flow System Surface Application Other Type: _____

System Rated Gallons Per Day: _____

Tank Information:

Tank Type: _____

Construction Material: _____

Manufacturer: _____

Number of Compartments: _____

Treatment Type:

Aerobic Extended Aeration / Membrane Bioreactor Intermittent Sand Filter

Wetlands Extended Aeration/Activated Sludge Recirculating Media Filter

Recirculating Sand Filter Other Type: _____

Disinfectant Type:

None Liquid Chlorine Tablet Chlorine Ozone UV Light

Other Type: _____

Soil Type: (Please Note: By stating the soil type here, it does not replace a site evaluation form to be submitted with the OSSF design)

Type: IA Type: IB Type: II Type: III Type: IV

Other Type: _____

4. Structure Information: (Information about the habitable or non-habitable structure which the On-Site Sewage Facility will be connected)

Structure Type:

Habitable Structure Non-Habitable Structure

Habitable Structure:

Single Family Residence (1 Family) Multi-Family (2-4 Families)

Multi-Family (4+ Families) Mobile / Manufactured Home

Other: _____

Habitable Structure Details:

Square Footage: _____ # of Bedrooms: _____ # of Bathrooms: _____

Non-Habitable Structure:

Food Establishment Garage Shed Barn

Junkyard Cell Phone Tower Retail Office

Warehouse Storage Facility

Other use: _____

Primary Source of Water:

Private Well Rainwater Collection System(s) Public Water Supply

Secondary Source of Water (If Applicable): _____

Private Well

Rainwater Collection System(s)

Public Water Supply

5. Additional Documents: (Documents needed for full review of application)

The Application will not be processed until all documents have been received.

- a) Account Summary from the Hays County Tax Assessor/Collector – Showing there are no delinquent taxes and fees on the subject property. This can be found on the Hays County Tax Assessor's website.
- b) Property Location Map – A map which accurately depicts the location of the subject property in sufficient detail to allow County staff to easily find the property to conduct necessary inspections.
- c) Floor Plan – A detailed plan of the building(s), indicating the dimensions of the structure and the proposed use of each room.
- d) Site Plan – A detailed plan of the property showing locations of all existing/proposed construction.
- e) On-Site Sewage Facility Affidavit – **This applies to advanced/aerobic systems only.** (Form-400) A filed Affidavit with the County, which shows a piece of property (using its legal description) having an On-Site Sewage System installed.
- f) Initial Maintenance Contract – **This applies to aerobic systems only.** A minimum two-year contract with a TCEQ Licensed Maintenance provider. The Maintenance Provider must also be registered with Hays County.
- g) On-Site Sewage Facility Design – This is an engineered set of On-Site Sewage plans which are completed by a Professional Engineer or Registered Sanitarian.

6. Payment Information: (Full payment of application)

The Application will not be processed until all documents & payment have been received.

- a) Online Payment (Credit Card) – Visit www.certifiedpayments.net – Use Bureau Code: 4963827 for (Hays County Development Services)
- b) Checks – Please make check out to Hays County Treasurer. Checks may be mailed to or dropped off at our physical office location.
- c) Cash – Cash payments are accepted in person. Only EXACT amounts will be accepted.

7. Owner's / Applicant's Certification:

- a) I have carefully read the complete application and know all statements herein and in the attachments hereto are true and correct to the best of my knowledge.
- b) There is no outstanding tax liability to Hays County on the subject property.

- c) The owner of the subject property, if different from the applicant, has authorized the submittal of this application.
- d) No work of any kind may start until the Development Authorization is issued by the County.
- e) If the Application or Authorization to Construct expires or is revoked for any reason, all work must cease until a new authorization is issued. The Applicant will be required to submit a new application with accompanying fees.
- f) It shall be unlawful to use, occupy, or permit the use or occupancy of any building, development, or premises, of part thereof, hereafter created, erected, changed, converted, altered, or enlarged in its use or structure until the development follows the provisions of Chapter 735 of the Hays County Development Regulations.
- g) Applicant is hereby informed that other permits may be required to fulfill local, State, and Federal regulatory requirements and it is the responsibility of the Applicant to obtain any such additional permits and to comply with all such provisions thereof, whether herein specified or not.
- h) Applicant is responsible for all costs associated with any construction undertaken in accordance with this Application and agrees that (s)he will not erect any permanent structure or sign on or extending over any portion of County right-of-way.
- i) Any improvements made in accordance with this Application must be constructed in strict conformance with the plans and specifications submitted with this Application and as approved by the County. Failure to do so could result in the Applicant being required to modify or re-construct the improvements at his/her own cost.
- j) Maintenance of improvements constructed hereafter shall be the Applicant's responsibility, and the County shall have the right to require any changes, maintenance, or repairs as may be necessary to provide protection of life or property.
- k) As the owner of the above property or a duly authorized Applicant, I hereby grant permission to the County to enter the premises and make all necessary inspections and to take all other actions necessary to review and act up this Application.
- l) I further understand that if staff cannot find the property or gain access due to a failure on my part to provide sufficient information regarding the location of the property or the method of access thereto, there will be an extra charge assessed of \$50.00 per trip until property access has been successfully attained.
- m) I have spoken with the Hays County Fire Marshal and Hays County Transportation Department about my project. I have applied for any accompanying permits and reviews as requested by their offices.
- n) I acknowledge that Hays County and its staff do not research and/or enforce Deed Restrictions to any property in Hays County.

- o) As the owner of the above property or a duly authorized Applicant, I understand, Hays County does not have zoning or ordinances.

By signing, I hereby certify all the information is true and accurate and will follow all Hays County Rules & Regulations.

Signature: _____

Date: _____