



# DEVELOPMENT AUTHORIZATION & 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](mailto: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: \_\_\_\_\_

**7. Builder Information** (The individual who the owner or applicant has chosen to construct the structure(s))

Builder / Company Name: \_\_\_\_\_

Builder / Company Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

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

# Development & 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](mailto: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:

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**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. Development Information:** (All land modification activity, including the construction of buildings, roadways, paved storage areas, parking lots, storm water management facilities and other impervious structures or surfaces.)

Development Type:

Habitable Structure  Non-Habitable Structure  Land Use   
Foundation Only  Other Use: \_\_\_\_\_

Habitable Structure: (A structure which primary use is living)

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: (A structure which primary use is not living)

Pool  Garage  Shed  Barn  Cell Phone Tower   
Office  Retail  Warehouse  Storage Facility  Food Establishment   
Other Use: \_\_\_\_\_

Non-Habitable Structure Details:

Building Square Footage: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Estimated Daily Water Usage: \_\_\_\_\_

Source of Water:

Private Well  Rainwater Collection System(s)  Public Water Supply

Source of Wastewater:

City Sewer  On-Site Sewage Facility(s)  Other Source: \_\_\_\_\_

Land Use:

Clearing  Fill  Drilling  Grading  Excavation  Mining

Other Use: \_\_\_\_\_

Foundation Only:

Pouring New / Replacement Slab  Addition to Slab  Repair / Filling Cracks

Other Use:

Please describe other use:

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## 5. New Construction Information:

- a) Hays County Requires three inspections on residential construction of a single-family house or duplex or an addition to an existing single-family house or duplex (including detached garage, guest house, etc.), if the addition will increase the square footage or value of the existing residential building by more than 50 percent.
- b) For new residential construction, inspections must be performed at the following stages of construction: (1) the foundation stage, before the placement of concrete; (2) the framing and mechanical systems stage, before covering with drywall or other interior wall covering; and (3) on completion of construction of the residence. For construction of an addition to existing single-family house or duplex that will increase the square footage or value of the existing residential building by more than 50 percent, inspections must be performed as necessary based on the scope of work on the construction project.
- c) Version of the international residential code to be used in construction **(Check One)**.
  - a. Version Published, May 1, 2008 (2006 IRC)
  - b. Version adopted by the City of San Marcos, Texas (county seat of Hays County), as amended.

- d) Approximate date of start of construction: \_\_\_\_\_. Not later than the 10<sup>th</sup> day after the date of the final inspection, the owner/builder must submit copies of all three inspection reports to (1) the Hays County Development Services and (2) the person for whom the new residential construction is being built, if different from the builder.
- e) Failure to provide advance notice of construction and notice after final inspection is a Class C Misdemeanor. If the new residential construction is being built by the Owner or the Owner is acting as his own contractor AND intends to use the residence as his primary residence, the Owner is still required to perform the required inspections and provide the required notices, but he is not subject to the related penalty.
- f) Owner's Builders Certification (**Check One**).
  - a. Owner's Builders Exemption Certification (if applicable). I hereby certify that I am not subject to the notice and inspection requirements herein, or the related penalty, because (1) the new residential construction or addition to an existing residential building was commenced PRIOR TO October 1, 2009 or (2) the addition to an existing residential building commenced AFTER October 1, 2009, WILL NOT increase the square footage or value of the building by more than 50 percent.
  - b. Owner's / Builders Certification. I hereby certify that I have carefully read the Notice of New Residential Construction and know the same is true and correct. I hereby agree to comply with all provisions of local, State, and Federal Laws whether they are herein specified or not.

**6. 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.

**7. 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](http://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.

**8. 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: \_\_\_\_\_