

LCRA OSSF Program Change of Use Review Request

A change of use review is required when there is a tenant change for a commercial structure served by a permitted OSSF within LCRA's jurisdiction. The review of the existing OSSF must be completed by a Registered Sanitarian or a Professional Engineer. This review should provide certification that the existing system can accommodate the change in the nature of the permitted effluent.

Please note, if there are any matters that make the property non-compliant with LCRA, the owner must resolve all issues prior to LCRA moving forward with accepting and reviewing your proposal.

LCRA requires the following information to be submitted as part of the review:

1. Cover letter including the following information:

Property Owner's:

Name
Phone Number
Email Address
Property Address Property
Legal Description

Tenant submitting proposal:

Name
Phone Number
Email Address

R.S. or P.E.:

Name
Phone Number
Email Address

2. Current floor plan of the structure showing the following information:

- ___ All closets and rooms labeled for their current use, (i.e., offices, storage, break rooms, etc.).
- ___ Square footage of the interior heated/cooled areas of the structure.

3. Proposed floor plan of the structure showing the following information:

- ___ All closets and rooms labeled for their intended use, (i.e., offices, storage, break rooms, etc.).
- ___ Square footage of the interior of the heated/cooled areas of the structure.

4. The review submitted by the R.S. or P.E. must include a list of all tenants currently being served by the OSSF along with approximate information regarding the gallons per day use for each tenant.

To help expedite the review of your proposal, we recommend submitting comprehensive information demonstrating the current use of the OSSF in addition to the anticipated use by the new tenant.

The information must be clear and legible and include all requested information. LCRA's inability to interpret the plan accurately will cause delays in the review and approval.

Proposals can be submitted by email to OSSF@lcra.org or by mail to LCRA, PO Box 220 – L110 Austin, Tx 78767.

If submitted by email, once all required information has been confirmed, an invoice will be sent to you via email. If the material is mailed, please include the payment of \$40, or an invoice will be sent to you via email with instructions to make payment online. When payment is received, it will be assigned to a Water Compliance Specialist. You will receive correspondence within 30 days with either return comments, approval letter, or disapproval letter from the Water Compliance Specialist.

FLOOR PLAN

All floor plans must clearly illustrate and indicate:

- All rooms labeled for their use (i.e., offices, storage, break rooms, etc.)
- All closets labeled
- All interior walls

An alteration to the floor plan may require approval from LCRA. Contact LCRA for that determination.

If you are providing your floor plan in a separate attachment, it must be signed and dated by the property owner. Please identify what the existing floor plan is and the proposed floor plan.

Existing Floor Plan

This image shows a full page of blank graph paper. The grid consists of small, uniform squares formed by thin, light gray lines. There are no margins, text, or other markings on the page.

Total heated/cooled square footage: _____ Number of bedrooms: _____

Property Owner Signature: _____ Date: _____

FLOOR PLAN

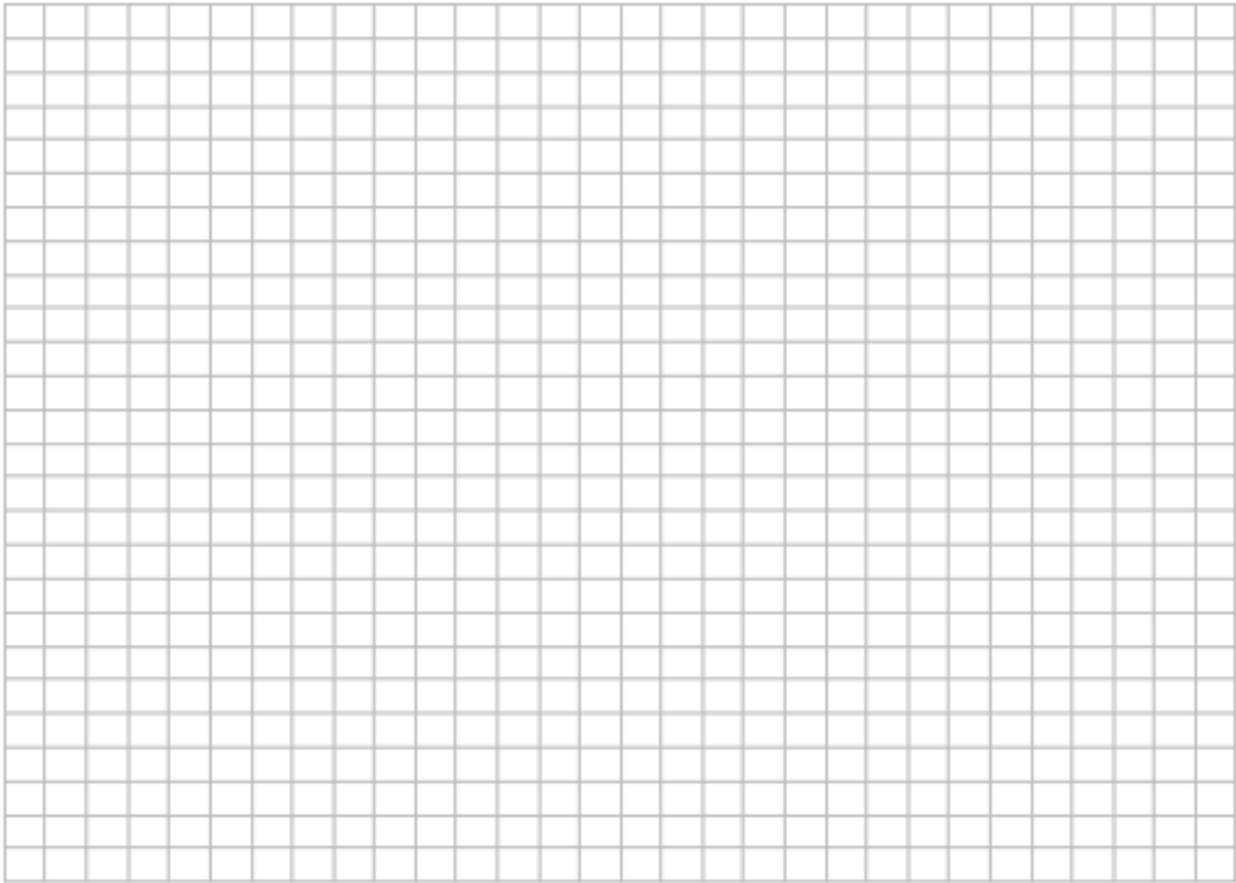
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Proposed Floor Plan



Total heated/cooled square footage: _____ Number of bedrooms: _____

Property Owner Signature: _____ Date: _____

Tenant List									
Suite #	Sq Footage	GPD	Business Name	Business Owner's Name	Owner's Contact Number	Business Use	No. of employees and information pertaining to business	Plumbing (yes or no)	If yes, type of plumbing

Total GPD:_____