



LCRA ON-SITE SEWAGE FACILITIES PROGRAM

Welcome to the LCRA On-site Sewage Facilities Program (OSSF) permitting process. LCRA staff members are available to answer questions about the process by emailing OSSF@lcra.org or please call 512-578-3216, Option 1. For your convenience, you can submit your application online or mail your application to:

OSSF Program, LCRA, P.O. Box 220, L-10, Austin, TX 78767-0220.

To help you complete LCRA's OSSF application, LCRA has provided commonly used terms and a checklist. Frequently asked questions can be found at <https://www.lcra.org/water/permits-contracts/on-site-sewage/faqs/>.

Some terms that will help you through the application process include:

Alteration – To change an on-site sewage facility resulting in (A) an increase in the volume of permitted flow, (B) a change in the nature of permitted flow, (C) a change from the planning materials approved by LCRA, (D) a change in construction, or (E) an increase, lengthening, or expansion of the treatment or disposal system.

Authorization to Construct – An authorization issued by LCRA to install, construct, alter and repair an OSSF. The permit consists of, but is not limited to, the authorization to start the project, conditions and requirements that apply to the site or system, and planning materials submitted in the permit application and approved by LCRA.

Commercial Facility – Any building that is not used as a single-family dwelling or duplex.

Modification – The addition to or improvement of part or all of an on-site sewage facility to meet current LCRA and TCEQ standards for such facilities.

New System – A system is considered new when there has never been an OSSF on the property at any time prior to this application.

Rules – LCRA's Rules for On-site Sewage Facilities as adopted by the LCRA Board of Directors and approved by TCEQ, effective April 5, 2010.

Site Evaluator – An individual who holds a valid license issued by the executive director according to Chapter 30 of this title and who conducts preconstruction site evaluations, including visiting a site and performing soil analysis, a site survey, or other activities necessary to determine the stability of a site for an OSSF. A professional engineer may perform site evaluations without obtaining a site evaluator license.

Single Family Dwelling – A structure that is either built on or brought to a site, for use as a residence for one family. A single family dwelling includes all detached buildings located on the residential property and routinely used only by members of the household of the single family dwelling.

Other definitions can be found in the [LCRA Rules](#) and [TCEQ's Chapter 285](#).



To help you identify OSSF Professionals to assist in site evaluation, installation, or maintenance, LCRA is also providing courtesy instructions for web access to the Texas Commission on Environmental Quality (TCEQ) listings of Site Evaluators, Installers, Designated Representatives, Maintenance Companies and Maintenance Providers.

- Visit the [TCEQ Search Licensing or Registration Information](http://www2.tceq.texas.gov/lic_dpa/index.cfm) at: www2.tceq.texas.gov/lic_dpa/index.cfm.
- Three license types are provided:
 - “Search Individual Licensing Information”
 - “Search Company Registration Information”
 - “Group Search Criteria”
- To find any of the above referenced professionals within a given county, use the “Group Search Criteria”.
- Use the drop-down menu list from “Type and Level” and select which on-site sewage facilities (OSSF) professional license or registration level you want.
- Use the drop-down menu from “County” to select the application county. These licenses are valid statewide, so you may want to search in nearby counties as well.
- Click “Search” to bring up the OSSF Professionals for the selected criteria.



NEW OR MODIFIED OSSF SYSTEMS

If you are planning on installing a new on-site sewage facility (OSSF) or if you are modifying an existing system on your property, please follow the steps below. Having a **complete package** will ensure the process will run smoothly. We will need the following information to consider the application package complete.

Required Materials

- Completed Application for On-Site Sewage Facilities Authorization to Construct (Form 1101), signed by the property owner and witnessed by a notary public.
- A map with directions to the property.
- A copy of proof of ownership in the form of a property deed or tax record.
- Floor plan of the residence showing all rooms and interior walls, including closets, with dimensions of the heated/cooled square footage. If a paper application is submitted, the floor plan should be submitted on 11x17 -inch tabloid paper or smaller, or if you are providing your floor plan in a separate attachment, it must be signed and dated by the property owner.
- A copy of the soil evaluation for the property provided on LCRA's Soil Analysis form.
- Sizing calculations for the treatment units and all disposal areas. This information can be provided on the plans or a separate work sheet and must include 1) the minimum liquid capacity of the tank or treatment unit based on the Tables II and III of TAC 30 §285.91; 2) the capacity to be provided by the tank or treatment unit; 3) the minimum disposal area required based on Table I TAC 30 §285.91 and §285.33; 4) the disposal area to be provided at the OSSF site; and 5) any supplemental calculations from §285.33 relevant to the proposed disposal system.
- Cross-sectional diagrams of the treatment units and all disposal areas.
- A copy of the Floodplain Compliance Acknowledgement or building/development permit from the appropriate floodplain administrator.
- Scale drawing or survey of the property showing the residence/establishment, easements, driveway, water wells and other permanent improvements to the property. Also show where temporary erosion controls will be placed during construction.
- A copy of a recorded plat of the property with all associated plat notes.
- For surface/drip irrigation, aerobic with disinfection and evapotranspirative (ET) systems, a copy of the executed "Affidavit to the Public" must be submitted after it has been filed with the appropriate county. For surface/drip irrigation, aerobic with disinfection and ET systems, a copy of the executed "Affidavit to the Public" must be submitted after it has been filed with the appropriate county, along with a copy of the executed maintenance contract.
- TCEQ requires the OSSF to be installed on the same lot as the house. If space does not permit, another lot may be used under very specific conditions. Contact LCRA's office for additional submittal requirements.
- The appropriate application fee of \$260 for conventional systems (even if prepared by a registered sanitarian or professional engineer) or \$410 for professionally designed systems (systems identified on TAC 30 §285.91 Table IX as requiring a registered sanitarian or professional engineer design). Refer to the fee schedule for additional fees applicable to commercial systems disposing of more than 500 gallons per day.
- For surface/drip irrigation, aerobic with disinfection and ET systems, a minimum two- year contract with a licensed/certified maintenance provider.

Preparation of Property: Prior to submitting your application, you must mark the lot to show the following:

1. Proposed location of the septic tank, drain field, and house/establishment foundation area.
2. The property must be marked with a sign that can be seen from the road and includes the owner's name, address and/or legal description of the property. Information on this notice is used by the inspector when conducting inspections.

Variances: If you are requesting a variance to a rule/requirement, please submit a written request prepared by a Registered Sanitarian (R.S.) or Professional Engineer (P.E.) citing the rule that cannot be met and demonstrating equivalent or greater protection of public health and environment can be provided with an alternative means with this package. Variances for setback reductions will not be granted if a system that complies with the rules can be installed.



Application for On-Site Sewage Facility (OSSF) Authorization to Construct

<u>This box is for LCRA use only</u>	Application No.: _____	Received by: _____
Name on Check: _____	Fee: \$ _____	Check No.: _____ Date: _____

ALL INFORMATION REQUESTED MUST BE PROVIDED

() New System – No OSSF on property OR installing additional OSSF to serve separate structure(s)

() Modification – Addition to, or improvement of all or part of an existing OSSF to meet current standards.

State the reason for modification below. If the OSSF is failing, state which component(s) is/are failing:

Owner's Last Name	First Name	MI	Additional Owner's Name
_____	_____	_____	_____

Company Name (*If owned by a company, provide a copy of a corporate resolution that names the officers*)

Mailing Address, Number and Street or Box	City	State & Zip Code
_____	_____	_____

Home Phone #	Cell Phone #	Business Phone #	Email Address
_____	_____	_____	_____

Property Information:

Nearest Lake (circle one): Buchanan Inks LBJ Marble Falls Travis County: _____ Gate Code: _____

If within the city limits (circle one): Jonestown Lakeway Volente Lago Vista Briarcliff Granite Soals

Property ID#: _____ Property Physical Address: _____ City: _____

Provide full legal description: _____

Source(s) of Water Supply:

() Well () Cistern () Lake Pump (LCRA requires a contract for the use of water from the Highland Lakes)

() Subdivision: _____ () Water District (Name of Provider): _____

Property Owner's initials: _____

Form 1101

PROPOSED USE OF PROPERTY

() Single-family () Multi-family (a separate application is required for each unit)
() Other – (e.g., short term rental, commercial) – Please describe: _____

The heated/cooled living area of the residence will be _____ square feet. **Floor plan must be provided for all structures on property.** State the TOTAL number of items below. Note the number of bedrooms to include heated and/or cooled rooms having adequate space, privacy and a closet.

1. Bedrooms _____ 2. Bathrooms _____ 3. Kitchens _____
4. Living Rooms _____ 5. Recreation Rooms/Dens/Workshop _____ 6. Offices/Studies _____

Commercial Property: The quantity of wastewater estimated to be generated is _____ gallons per day. If the quantity exceeds 500 gallons per day, the system must be designed by a Professional Engineer or Registered Sanitarian.

The heated/cooled area of the structure will be _____ square feet. **Floor plan must be provided for all structures on property.**

1. Bedrooms _____ 2. Bathrooms _____ 3. Kitchens _____
4. Living Rooms _____ 5. Recreation Rooms/Dens/Workshop _____ 6. Offices/Studies _____

ACKNOWLEDGEMENT AND NOTARIZED SIGNATURE

Property owner to initial the following:

_____ Property owner acknowledges that pursuant to Chapter 26 of the Texas Water Code and Chapter 366 of the Texas Health and Safety Code, LCRA and the Texas Commission on Environmental Quality (TCEQ), and their agents or designees, singulatory or jointly, have authority to enter upon the above-described property during reasonable hours for the purpose of inspecting on-site sewage facilities, or for any reason consistent with the water quality programs of TCEQ or LCRA.

_____ During the review and permitting process, if there are any alterations, or changes from the original planning materials, the new information must be submitted for review. Alterations or changes made from approved planning materials, including a change in property use, requires a new permit and approval from LCRA. Unapproved changes to planning materials may be subject to a penalty.

_____ Applicant certifies that the information provided in this application is true and correct to the best of their knowledge.

Property owner’s signature or individual with the power of attorney (P.O.A.) – A copy of the P.O.A. must be submitted

Printed Name

Signature

Date

THE STATE OF TEXAS COUNTY OF _____

Before me, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, 20_____ A.D.

(SEAL)

Notary Public Signature

My Commission Expires

Form 1101



SOIL ANALYSIS FOR AN ON-SITE SEWAGE FACILITY

The following information must be submitted with the application package for review by LCRA. Failure to include or address all of the following items may result in approval delays.

Site Information		Site Evaluator	
Name of Owner		Name	
Site Address		Address	
City, State, ZIP		City, State, ZIP	
Phone No.		Phone No.	
County		County	

SITE EVALUATION: A minimum of two backhoe pits must be excavated at opposite ends of the proposed disposal area. The pits must be excavated to a depth of 2 feet below the proposed excavation, or to a restrictive horizon, whichever is less. The pit locations must be indicated. The site evaluation report shall include a groundwater evaluation, a surface drainage analysis and all applicable minimum separation requirements.

Backhoe Pit No.:						
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0						
1						
2						
3						
4						
5						

Backhoe Pit No.:						
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0						
1						
2						
3						
4						
5						

I certify that the results of this report are based on my site observations and are accurate to the best of my ability.

 Site Evaluator

 Site Evaluator Number

 Date

Backhoe Pit No.:						
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0						
1						
2						
3						
4						
5						

Backhoe Pit No.:						
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0						
1						
2						
3						
4						
5						

Backhoe Pit No.:						
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0						
1						
2						
3						
4						
5						

I certify that the results of this report are based on my site observations and are accurate to the best of my ability.

 Site Evaluator

 Site Evaluator Number

 Date

Floor Plan

(Must be submitted with application)

All floor plans must clearly illustrate and indicate:

- All rooms labeled for their use (i.e., bedrooms, bathrooms, kitchen, office, etc.).
- All closets labeled.
- Include 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.

A large grid for drawing a floor plan, consisting of 30 columns and 25 rows of small squares.

A floor plan is needed for all structures on the property (main house, guest house, detached garage, storage, etc.) regardless of whether it discharges wastewater into the OSSF.

Total heated/cooled square footage: _____

Number of bedrooms: _____

Property Owner Signature

Date

SOURCES OF INFORMATION ON STANDARDS GOVERNING FLOODPLAIN DEVELOPMENT

You are required by your local floodplain management agency to obtain a determination as to whether or not your property requires a floodplain development permit. Under the National Flood Insurance Program (NFIP), cities and towns that participate in the NFIP regulate floodplain development within their corporate boundaries. Counties are responsible for regulating floodplain development in unincorporated areas. The regulations that participating communities adopt and enforce must meet certain minimum flood loss reduction standards established under the NFIP by the Federal Emergency Management Agency. Information regarding the NFIP, floodplain management or floodplain regulations can be obtained from the following sources.

**Federal Emergency
Management Agency** 800 North
Loop 288 Denton, TX 78201
817-898-5127

Texas Commission on Environmental Quality
Flood Management and Groundwater Programs
Section P.O. Box 13087
Austin, TX 78711
512-239-4770

Lower Colorado River Authority
P.O. Box 220
Austin, TX 78767-0220
512-473-3200

FLOODPLAIN ADMINISTRATION IN THE HIGHLAND LAKES AREA

Burnet County

Burnet County
220 South Pierce St.
Burnet, TX 78611
512-756-5420

City of Granite Shoals
410 North Phillips Ranch Road
Granite Shoals, TX 78654 830-
598-2424

City of Marble Falls
800 Third St.
Marble Falls, TX 78654
830-693-3615

City of Cottonwood Shores
3308 Cottonwood Drive
Marble Falls, TX 78654
830-693-3830

City of Meadowlakes 177
Broadmoor St., Suite A
Marble Falls, TX 78654
830-693-6840

City of Highland Haven
510-A Highland Drive
Highland Haven, TX 78654
830-265-4366

Llano County

Llano County
103 E. Sandstone St., Suite B
Llano, TX 78643
325-247-2039

City of Sunrise Beach
Village 124 Sunrise Drive
Sunrise Beach, TX 78643
325-388-6438

Travis County

Travis County 411
W. 13th St. Austin,
TX 78701
512-854-9383

City of Jonestown
18649 FM 1431, Suite 4A
Jonestown, TX 78645
512-267-3243

City of Lakeway 1102
Lohmans Crossing Road
Lakeway, TX 78734 512-
261-6098

City of Lago Vista
5803 Thunderbird St., Suite
101 Lago Vista, TX 78645
512-267-3253

Village of Briarcliff
402 Sleat Drive
Briarcliff, TX 78669
512-264-2274

Village of Volente
16201 Dodd St. Ste #100
Volente, TX 78641
512-250-2075



For certain OSSF systems, the OSSF Rules require the owner to record an affidavit in the county deed records of the county or counties where the OSSF is located. A certified copy of the affidavit must be submitted to LCRA prior to issuing a construction permit.

Affidavits are required for systems requiring continuous maintenance including:

- OSSF systems using secondary treatment
- Evapotranspirative (ET) systems where required per TAC 30 Ch.285.91(XII)
- Holding tanks

Properties using more than one lot for an OSSF will require a different affidavit to be filed to serve notice that the properties cannot be sold separately. Contact LCRA for the appropriate affidavit to use in this situation.

THE COUNTY OF _____
STATE OF TEXAS

AFFIDAVIT

In accordance with Texas Commission on Environmental Quality (commission) Rules for On-Site Sewage Facilities (OSSFs), this document is filed in the Deed Records of _____ County, Texas.

I

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 owners 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 recorded affidavit. Additionally, the owner must provide proof of the recording to the OSSF permitting authority. This recorded affidavit 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.

II

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

The property is owned by (insert owner's full name): _____

This OSSF shall be covered by a continuous service policy for the first two years. After the initial two-year service policy, 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 in accordance with the Lower Colorado River Authority (LCRA) rules.

Upon sale or transfer of the above-described property, the approval for continued use of the OSSF shall be transferred to the buyer or new owner following an OSSF inspection and approval by LCRA. If desired a copy of the planning materials for the OSSF may be obtained from the LCRA.

[Owner(s) Signature(s)]

STATE OF TEXAS
COUNTY OF _____

Sworn to and subscribed before me on this _____ day of _____, 20____, by

_____.

[Name of signer]

[Seal]

[Notary Public's Signature]