



CITY OF LAVON
120 School Rd. ~ P.O. Box 340
Lavon, TX 75166
Phone (972) 843-4220 ~ Fax (972) 843-0397

OSSF Application Checklist

The below items are to be submitted in order for you to obtain an Authorization to Construct.

- Application (signed and dated)
- Technical Information Sheet (signed and dated)
- Site Evaluation (soil, topography, vegetation, etc..)
- Site Diagram to scale (Stamped)
- System Design (Stamped)
- Spray Irrigation Design (Stamped)
- Pump/Alarm Diagram (Gallons must be clearly marked)
- * Affidavit Surface Irrigation
- Installer Registration (Copy)
- * Maintenance Agreement
- \$400.00 Application Fee

Builders/Owners please note the following:

- * Affidavit to be completed by owner of property at time of filing. After sale or transfer of property a Transfer of ownership is to be submitted to the city with new owner(s) name(s).
- * Maintenance Contract to be submitted at time of application in order to construct the OSSF. An updated initial contract is to also be submitted to reflect date of sale by the builder for new single family dwelling or date of notice of approval for an existing single family dwelling with new owner(s) name.



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OSSF Permit Application

Permit Number

Amount Paid/Check #

Date

Physical Address

Legal Description of Subdivision

Lot

Block

Other: Acreage

Survey

Owners Name

Phone Number

Address

City, State, Zip

Public Water Supply (Supplier Information)

OSSF Contractor

Registration #

Work to be done:

Sq. Ft. Living:

No. of Bedrooms:

Commercial/Institution (Including Multi-family) Type

No. of Employees/Occupants/Units:

Days Occupied per Week:

Site Evaluator

Designer

Phone #

License # (PE or PS):

Installer

Phone

Installer Registration #:

I certify that the above statements are true and correct to the best of my knowledge. Authorization is hereby given to City of Lavon to enter upon the 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 the TNRCC On-Site Sewage Facility rules, Tac 30, Chapter 285.

Date

Signed (Agent or Owner)



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OSSF Technical Information Sheet

**Do not begin construction PRIOR to application approval.
Unauthorized construction can result in Civil and/or administrative penalties.**

Owner's Name _____

Professional Design Required: **Yes** or **No** If yes, professional design attached: **Yes** or **No**

I. Sewer (House Drain)

a. Type and size of pipe: _____

b. Slope of sewer pipe to tank: _____

II. Daily Wastewater usage rate: O = _____ (Gallons/Day)

Water saving devices: **Yes** or **No**

III. Treatment Unit:

a. Septic Tank:

Tank Dimensions: _____ Liquid Depth (Tank bottom to outlet) _____

Size Required: _____ Size Proposed: _____

b. Aerobic:

Manufacturer: _____ Model #: _____

Size Required: _____ Size Proposed: _____

Pretreatment tank: **Yes** or **No**

c. Other:

(Please attach description)

IV. Disposal System:

Type: _____ Loading Rate: _____

Area Required: _____ Area Proposed: _____

V. Additional Information: (This material must be attached for review to be completed)

a. Site Evaluation

b. Planning Materials

c. Flood Plain Information

Designer's Signature

Registration #

Date



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OSSF TRANSFER OF OWNERSHIP

Address of Property: _____

New Owner's/Applicant's Name: _____

Previous Owner's Name: _____

Date of Transfer: _____

Please read and sign:

The undersigned understands that a properly installed sewage facility can malfunction. Increases in water usage, water leaks, seasonally high water tables, soil conditions, rainfall and low evaporation rates can cause failure of system. It is the owner's responsibility to correct, change, increase, or update the system due to the malfunction of a properly installed system. In the county of Collin, an owner of an OSSF requiring maintenance is required to have a current maintenance contract with an approved contractor. Upon transfer of the property the contract should reflect agreement with new owner within 30 days of sale or transfer of property. The owner must maintain and operate the facility as required by all City, County, State, and Federal regulations.

Applicant's/New Owner's Signature

Date of Application of Transfer

AFFIDAVIT

STATE OF TEXAS
COUNTY OF: Collin

CERTIFICATION OF OSSF REQUIRING MAINTENANCE

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

I.

The Texas Health and Safety Code, Chapter 366 authorizes the Texas Commission on Environmental Quality (TCEQ) to regulate on-site sewage facilities (OSSFs). Additionally, the Texas Water Code (TWC), § 5.012 and § 5.013, gives the TCEQ 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 TCEQ, under 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 TCEQ requires a deed recording. Additionally, the owner must provide proof that the recording to the OSSF permitting authority. This deed certification is not a representation or warranty by the TCEQ of the suitability of this OSSF, nor does it constitute any guarantee by the TCEQ 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: _____

This OSSF must be covered by a continuous maintenance contract. All maintenance on this OSSF must be performed by an approved maintenance company. 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 current signed maintenance contract must be submitted to City of Lavon within 30 days of transfer of property. A copy of the planning materials for the OSSF can be obtained from City of Lavon.

WITNESS MY/OUR HAND (S) on this _____ day of _____, _____.

Signature(s) of Owner(s)

SWORN TO AND SUBSCRIBED BEFORE ME on this ____ day of _____, _____

By _____
(Owner's printed name)

Notary Public, State of Texas




My Commission Expires: _____

TRI-COUNTY SEPTIC
Wastewater Recycling Specialists
PO Box 283
Royse City, TX 75189

Office 903-285-5255
Fax 877-273-4380
jack@triseptic.com
www.triseptic.com



Permit # _____ Due Date: _____ Annual Inspection Agreement Price: \$ _____

Beginning Date: _____ Ending Date: _____ Manufacturer: _____   

The County requests receipt of the agreement 30 days prior to the renewal date.

Service Policy

Term of Policy:

1. An inspection/service call every 4 months, which includes inspection, adjustments, and service of the mechanical and electrical components parts as necessary to ensure proper function. If any additional visits are necessary there will be an additional service charge.
2. If there is **NO ACCESS** to the on-site sewage facility (OSSF), there will be a **\$85 service charge to re-inspect system**, unless previously notified.
3. All **"CALL BEFORE"** customers will be notified the day prior to inspection via phone, voicemail or text. If there is **NO ACCESS** to the on-site sewage facility (OSSF), there will be a **\$85 service charge to re-inspect system**, unless previously notified.
4. An effluent quality inspection every 4 months consists of a visual check for color, turbidity, scum overflow, and examination for odor.
5. A sample shall be pulled from the pump tank every 4 months as described in the "SOLIDS REMOVAL" section to determine if there is an excess of solids in the treatment plant. If the test results determine a need for solid removal, the user will bear the cost and the responsibility for doing so.
6. User is responsible for keeping the chlorine in the chlorinator. If chlorine test reveals no chlorine, a grab test is required. User will be responsible for the cost.
7. If any improper operation is observed which cannot be corrected at that time, the user shall be notified immediately in writing of the conditions and the estimated date of correction.
8. All emergency calls will be visited within 24 hours and non-emergency calls within 72 hours.

Violations of Warranty

Includes shutting off electric current to the system for more than 24 hours, disconnecting the alarm system, restricting ventilation to the aerator, over loading the system above capacity, introducing excessive amounts of harmful matter into the system, or any other form of unusual abuse.

This policy does not include pumping of sludge from the unit if necessary. Your local Permitting Authority may require a service policy to be in effect at all times or the on-site sewage facility permit is void. Failure to maintain the permit requirements can result in fines, court cost, and penalties by the County and State regulatory agencies. Any fees for non-compliance are the responsibility of the homeowner.

This policy is effective when signed by the homeowner or homeowner's agent and accepted by Tri County Septic. Tri County Septic may terminate this contract for any reason at any time.

All materials installed during the contract will remain the property of Tri County Septic until full compensation for materials and labor has been received. Labor rates of \$60 per hour will be in effect to re-install any removed materials.

Inspection Agency: _____

Homeowner:

*Name: _____

*Home Owner Signature: _____

*Address: _____

*City _____ Zip: _____

Service By: Tri County Septic

*Phone# _____

Jack Self _____

*Email: _____

License # MP0001892/OS0033020

* __ Call or __ Text Before Inspection due to: Aggressive Dogs __ Locked Gates __ Gate Code _____

Immediately following inspection, the OSSF inspector will call primary number listed above to notify the inspection is complete.

Office Use Only:

Payment: Cash __ Credit Card _____ Check # _____ Entered _____ Faxed _____ QB _____



Name _____ Date: _____

Address _____ Phone: _____



City _____ State: TEXAS Zip: _____

Installation/Modification Policy

Terms of Policy:

1. An installation or modification of an Aerobic Septic System will be installed according to the specifications and design provided by an engineer, registered sanitarian or installer.
2. Any changes to the design including utilities that were not accounted for, or any reason requiring design changes not accounted for during the bidding process may result in an increase in price. Add \$40 per additional sprayhead over two (2). Add \$4.50 per foot of additional distribution line over 200'. Add \$250 for timer. Add \$40 per each additional 6" riser over 12". Add \$200 for control panel C Channel stand.
3. Property owner will be responsible for calling 811 (dig test) prior to installation. These markings must not be tampered with.
4. Property owner is responsible for locating and exposing ALL private utilities. Homeowner will be responsible for cost of any damages or repairs needed during the time of installation.
5. Any removal of excavated materials, fence removal, utility relocation or repair, tree or limb removal, landscaping, sprinkler damage or any other damages that occur during installation will be at the expense of the property owner.
6. Property owner will not hold Tri County Septic or any of its subcontractors liable for damage to any landscaping, driveways, walkways or utilities in the area of excavation or areas used to obtain access to the installation area.
7. Backfill areas will be soft and can settle. In the event of settling of the backfill materials, DO NOT walk on when wet due to potential hazards until the materials have settled.
8. Property owner will be responsible for obtaining an electrical source for OSSF and contacting Tri County Septic for proper breaker and wire sizing if needed.
9. Property owner will operate the system in a responsible manner and report any defects to Tri County Septic to be evaluated. Owner's manual may be included and will be available upon request.
10. Property owner will provide true and proper information on house size, property size, number of occupants, etc. for properly sized system. In the event of system failure due to overloading, abuse, or not following proper usage guidelines of the septic system, property owner will assume all responsibility.
11. Two (2) year Inspection Agreement included with installation and payment. Access to the entire system needs to be accessible to inspector at all times.
12. Two (2) year Manufacturer's warranty on parts included with installation and payment. Warranty violations include shutting off electric current to the system for more than 24 hours, disconnecting the alarm system, restricting ventilation to the aerator, overloading the system above capacity, introducing excessive amounts of harmful matter into the system, or any other form of abuse.
13. Upon sale of the property, new owner should contact Tri County Septic with ownership change information to be provided to the county records office.
14. All materials installed during the contract will remain the property of Tri County Septic until full compensation for materials and labor has been received. Labor rates of \$85 per hour will be in effect to re-install any removed materials.

This policy becomes effective when signed by the Property Owner or their agent and accepted by Tri County Septic. Tri County Septic may terminate this contract for any reason at any time. I agree that all information provided to Tri County Septic is true and I agree with all terms and conditions. All payment is due in full prior to beginning excavation and installation. Check or Cash preferred. A 5% handling fee for credit will be applied. **A cancellation fee of \$250, plus any expenses Tri County Septic has incurred for permits and design will be applied.**

Property Owner or Agent signature: _____ Date: _____

_____ Date: _____
Jack Self, Tri County Septic | License #MP0001892/OS0033020