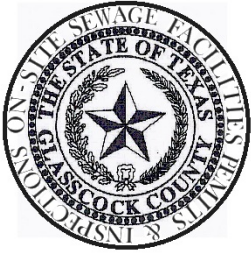


Glasscock County On-Site Sewage Facility Permit Application  
Glasscock County OSSF P.O. Box 67 Garden City, TX 79739

**ON-SITE SEWAGE SYSTEMS CHECK LIST**

The following information must be included with the design package for review by the Glasscock County Designated Representative (DR). Failure to include or address all of the following items may result in approval delays.

1. **SITE EVALUATION:** At least two soil boring/backhoe pits shall be taken in opposite ends of the area to be used for the soil absorption system and shall be excavated to a depth of 2 feet below the proposed trench, or to a restrictive horizon whichever is less. Two copies of the test results and the drawing must be enclosed. The following information shall be included:
  - A. Soil texture analysis, List the texture type:
  - B. Depth of test (Soils without at least 24" of suitable soil beneath the proposed drain field shall be considered unsuitable)
  - C. Restrictive horizon evaluation
  - D. Ground water evaluation
  - E. Topography
  - F. Flood hazard
  - G. Vegetation
  - H. Easements and bodies of water (lakes, watercourses, etc.) must be identified.
  - I. Location of all buildings (existing or proposed)
  - J. All separation distances identified in Table X must be shown.
  - K. All water wells on this site and neighboring properties.
  
2. **PLANNING MATERIALS:** A copy of the construction drawing must be enclosed and shall include the following information:
  - A. A detailed, legible site plan with boundary description (Aerobic systems require scale drawing, legal description of the lot, an Affidavit to the Public, and Maintenance Agreement to be attached.)
  - B. The location of all buildings (existing or proposed) on the site plan.
  - C. The size and location of the wastewater treatment units and disposal area (include width & depth.)
  - D. All water wells on this site and neighboring properties must be identified and located on the site plan.
  - E. Easements and bodies of water (lakes, water courses, etc.) must also be identified.
  - F. All separation distances identified in Table X must be shown.



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DATE: \_\_\_\_\_ / PERMIT NO. \_\_\_\_\_ (OSSF use only)

- NEW INSTALLATION**    New Construction    Pre Existing Structure    **MODIFICATION**  
**TYPE OF FACILITY**    Mobile Home    Single Family    Multi Family (2)    Multi Family (3)  
 Multi Family (3+)    Commercial    **RV PARK**    2-4 Spaces    5+ Space

1. Property Owner's Name: \_\_\_\_\_  
(Last) (First) (Middle)
2. Permanent Mailing Address: \_\_\_\_\_
3. Telephone No. During Day: (\_\_\_\_) \_\_\_\_\_
4. Site Address: \_\_\_\_\_
5. GPS: \_\_\_\_\_
6. Legal Description: Sec. \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Subdivision: \_\_\_\_\_  
Other than subdivision: Acreage \_\_\_\_\_ Survey \_\_\_\_\_
7. Source of Water:  Private Well    Public Water Supply \_\_\_\_\_ (Suppliers Name)
8. Single Family Residence: No. of Bedrooms \_\_\_\_\_ Living Area (ft) \_\_\_\_\_
9. Commercial/Institutional (including multi-family residences) Type: \_\_\_\_\_  
No. of Employees/Occupants/units: \_\_\_\_\_ Days Occupied Per Week: \_\_\_\_\_
10. Site Evaluator: \_\_\_\_\_ Certification No.: \_\_\_\_\_
11. Designer: \_\_\_\_\_ Lic. No. (PE or RS): \_\_\_\_\_ Phone No.: (\_\_\_\_) \_\_\_\_\_
12. Installer: \_\_\_\_\_ Reg. No.: \_\_\_\_\_ Phone No.: (\_\_\_\_) \_\_\_\_\_

I certify that the above statements are true and correct to the best of my knowledge. Authorization is hereby given to Glasscock County OSSF & Texas Commission on Environmental Equality (TCEQ) to enter upon the above described property for the purpose of lot evaluation and inspection of on-site sewage facility for conformity to On-Site Sewage Facility Rules, TAC 30, Chapter 285. I understand that the permit will only be issued upon a satisfactory inspection.

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Date

**Technical Information for Permit**

**DO NOT BEGIN CONSTRUCTION UNTIL RECEIPT OF THE NOTICE OF APPROVAL.**



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**UNAUTHORIZED CONSTRUCTION CAN RESULT IN CIVIL AND OR ADMINISTRATIVE PENALTIES.**

Owner's Name: \_\_\_\_\_

Professional design required? :  YES or  NO If yes. Professional design must be attached.

**1. Sewer (House drain)**

Type and size of pipe: \_\_\_\_\_ Slope of sewer pipe to tank: \_\_\_\_\_

**2. Daily waste water usage rate: Q=** \_\_\_\_\_ (gallons/day)

Water saving devices:  YES or  NO

**3. Treatment Unit:**

Septic Tank:

Manufacturer of Tank \_\_\_\_\_

Tank dimensions: \_\_\_\_\_ Liquid depth (tank bottom to outlet): \_\_\_\_\_

Size required: \_\_\_\_\_ Size proposed: \_\_\_\_\_

Aerobic:

Manufacturer: \_\_\_\_\_ Model #: \_\_\_\_\_

Size required: \_\_\_\_\_ Size proposed: \_\_\_\_\_

Pretreatment tank:  YES or  NO

Other:

Description: \_\_\_\_\_

Supporting Documentation Attached:  YES or  NO

**4. Disposal System:**

Area required: \_\_\_\_\_ Area proposed: \_\_\_\_\_

Manufacturer of Panels \_\_\_\_\_ Number & Type: \_\_\_\_\_

**5. Additional Information: (Note-This information must be attached for review to be completed.)**

A. Site evaluation

B. Installer's Site Drawing

\_\_\_\_\_  
Designer's Signature

\_\_\_\_\_  
Registration No.

\_\_\_\_\_  
Date



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**Site Evaluation Form**

Site Address \_\_\_\_\_

Name of Site Evaluator \_\_\_\_\_ Registration No. \_\_\_\_\_

Date Performed \_\_\_\_\_ Proposed Excavation Depth \_\_\_\_\_

At least two soil evaluations must be performed on the site, at opposite ends of the proposed disposal area. Please show the results of each soil evaluation on a separate table. Locations of soil evaluations must be shown on the site drawing. For subsurface disposal, soil evaluations must be performed in a depth of at least 2 ft below the proposed Excavation depth. For surface disposal, the surface horizon must be evaluated. Please describe each soil horizon and identify any features in the space provided below. Draw lines at the Appropriate depth.

Depth (ft)	Soil Boring No. _____ Textural Class _____	Structure (if applicable)	Drainage Mottles/ Water Table	Restrictive Horizon	Comments
[0]					
[1]					
[2]					
[3]					
[4]					
[5]					
[6]					
[7]					
Depth (ft)	Soil Boring No. _____ Textural Class _____	Structure (if applicable)	Drainage Mottles/ Water Table	Restrictive Horizon	Comments
[0]					
[1]					
[2]					
[3]					
[4]					
[5]					
[6]					
[7]					

Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_



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**INSTALLER'S DRAWING**

Show:  
Compass North, adjacent streets, property lines, property dimensions, location of buildings, easements, swimming pools, water lines, and other structures where known.  
Location of existing or proposed water wells within 100 feet/private or 150 feet/public or property.  
Indicate slope or provide contour lines from the structure to the farthest location of the proposed soil absorption or irrigation area.  
Location of soil borings or dug pits (show location with respect to a known reference point.)  
Location of natural, constructed, or proposed drainage ways, (streams, ponds, lakes, rivers, high tide of salt water bodies) water impoundment areas, cut or fill bank, sharp slopes and breaks.  
Lot size: \_\_\_\_\_ acres.

**How to obtain a Glasscock County Permit for an OSSF**

\*Remove and retain this page prior to returning the application to the above address.

Obtain an application from Glasscock County.

Have an appropriate individual prepare planning materials.

Professional Design (R.S., P.E.) is required for proprietary and non-standard systems.

Submit completed application and technical information sheet (in Property Owner's name) with

**ALL PAGES INTACT.**

Include the appropriate fee and two copies each of the following: 1) Planning materials; 2) Site and Soil Evaluation; 3) Accurate directions to the site must also be included.

Glasscock County staff will review plans and application, TCEQ Staff in Austin may review non-standard System plans.

Upon approval an **Authorization to Construct** will be issued. The **Authorization to Construct** is valid for one year from the **DATE OF ISSUANCE**.

Construction can only begin **AFTER AUTHORIZATION TO CONSTRUCT IS ISSUED**.

An **INSPECTION** of the installation is **REQUIRED** before covering of the system.

Contact our office **AT LEAST 5 WORKING DAYS IN ADVANCE** to arrange an inspection.

After a **SUCCESSFUL INSPECTION**, a **NOTICE OF APPROVAL & PERMIT** will be issued to the owner within



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Approximately 5 working days.

**NOTE:** A RE-INSPECTION FEE EQUAL TO ½ OF THE PERMIT AMOUNT MUST BE PAID BY THE INSTALLER FOR EACH TIME THE SYSTEM MUST BE RE-INSPECTED. ALL FEES MUST BE PAID BEFORE A NOTICE OF APPROVAL WILL BE ISSUED.

**ALL FEES ARE NON-REFUNDABLE**

**ALL NEW INSTALLATION RESIDENTIAL PERMITS FEE: \$160.00**

**PAYABLE TO: GLASSCOCK COUNTY, P.O. BOX 249, GARDEN CITY, TX 79739**

**E-MAIL application to: [alan.dierschke@co.glasscock.tx.us](mailto:alan.dierschke@co.glasscock.tx.us)**