

**OSSF/FLOODPLAIN DEVELOPMENT
APPLICATION CHECKLIST**

Staff will complete shaded items

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Date Received

Initials

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Permit Number

Instructions:

Place a check mark next to all items that apply. For items that do not apply, place "N/A". This OSSF/Floodplain Development Application Checklist **must** accompany completed application.

OSSF Permit

___ Completed Application for Permit for Authorization to Construct an On-Site Sewage Facility and License to Operate

___ Site/Soil Evaluation Completed by a Certified Site Evaluator or a Professional Engineer

___ Planning Materials of the OSSF as Required by the TCEQ Rules for OSSF Chapter 285. Planning Materials shall consist of a scaled design and all system specifications.

___ Required Permit Fee

___ Surface Application/Aerobic Treatment System

___ Recorded Certification of OSSF Requiring Maintenance/Affidavit to the Public

___ Signed Maintenance Contract with Effective Date as Issuance of License to Operate

Floodplain Development Permit

___ Property in Incorporated City

___ Completed Application

___ Boundary Map Indicating Location of Proposed Improvements

___ Copy of Recorded Deed

___ Required Permit Fee

I affirm that I have provided all information required for my OSSF/Floodplain Development Application and that this application constitutes a completed OSSF/Floodplain Development Application.

Signature of Applicant

Date

___ COMPLETE APPLICATION
Check No. _____ Receipt No. _____

___ INCOMPLETE APPLICATION
(Missing Items Circled, Application Refused)