OUTLINE OF CITY OF DENTON OSSF PERMIT PROCEDURES

Submit the On-Site Sewage Facility application and required OSSF plan or other required documents to the City of Denton Department of Environmental Quality and Sustainability. A list of on-site sewage facility installers can be accessed by going to the web site for the Texas Commission on Environmental Quality at TCEQ.com. The on-site sewage facility permit application and related documents can be mailed to the following address: City of Denton Department of Environmental Quality and Sustainability 1100 South Mayhill Road Denton, Texas 76208. Telephone number: (940) 349-8623 (Office). Fax number: (940) 349-8629. E-mail: Stewart.White@cityofdenton.com

LIST OF DOCUMENTS

OSSF APPLICATION: Submit OSSF application.

- Complete and notarize a City of Denton OSSF Application Form.

- Pay OSSF application fee and attach a copy of the receipt to the completed application form.

- OSSF permit application fee payments can be made at the Building Inspection Department located at 215 East McKinney Street.

OSSF PLANNING MATERIAL: Submit OSSF planning material.

Please refer to pages 4 and 5 of the enclosed City of Denton OSSF Application Form for details.

- An OSSF plan prepared by either a registered sanitarian or a professional engineer.

- Survey plat of the lot or tract where the OSSF is to be constructed.

- Soil analysis and site evaluations prepared by either a registered sanitarian or professional engineer.

- Overall site plan and technical report. The report shall outline planning and operation of the entire OSSF system. Wastewater flow calculations, construction materials and system components shall be included. Site plans shall be drawn to scale showing the location of the OSSF and any other appurtenance.

 OTHER REQUIRED DOCUMENTS: Submit required documents if applicable.

AFFIDAVIT TO THE PUBLIC is required pursuant to Title 30 Texas Administrative Code Chapter 285 Section 285.3 (b), (3) and shall be included with the OSSF application and planning material.

AFFIDAVIT TO THE PUBLIC: This document is required to be filed with the County Clerk's Office and attached to the property deed. A certified copy is required to be submitted with the OSSF application and planning material to the Division of Environmental Quality. Enclosed is a facsimile copy. Affidavits to the Public are required for the following OSSF systems pursuant to Title 30 Texas Administrative Code Chapter 285 Section 285.91 (12)

1. Evapotranspiration Systems (See enclosed facsimile copy)
2. Secondary Treatment, Surface Application (See enclosed facsimile copy)
3. Secondary Treatment & Standard Absorptive Drainfields
4. Secondary Treatment & ET Drainfields
5. Secondary Treatment & Leaching Chamber
6. Secondary Treatment & Gravelless Pipe
7. Secondary Treatment, Filter & Drip Emitter

8. Secondary Treatment & Low Pressure Dosing
9. Secondary Treatment & Absorptive Mounds
10. Surface Irrigation Systems
11. Non-Standard Treatment and Surface irrigation
12. Holding Tank

MAINTENANCE CONTRACT: This document is required for all OSSFs using aerobic treatment. The initial maintenance contract shall be valid for a minimum of two years and will authorize the maintenance company to maintain the system as needed. The property owner is required to provide a copy of the contract to the City of Denton and to continuously maintain the maintenance contract at his or her own expense. Maintenance contracts are required for the following OSSF systems pursuant to Title 30 Texas Administrative Code Chapter 285 Section 285.91 (12)

1. Septic Tank, Secondary Treatment, Filter & Surface Application
2. Secondary Treatment & ET Drainfields
3. Secondary Treatment & Leaching Chamber
4. Secondary Treatment & Gravelless Pipe
5. Secondary Treatment, Filter & Drip Emitter
6. Secondary Treatment & Low Pressure Dosing
7. Secondary Treatment & Absorptive Mounds
8. Surface Irrigation Systems
9. Non-Standard Treatment and Surface irrigation
10. Holding Tank