

KERR COUNTY
Environmental Health Department
Courthouse, 700 Main, Suite BA-106
Kerrville, Texas 78028

Phone: (830) 896-9020 FAX: (830) 792-4903

E-mail: envhealth@co.kerr.tx.us

WebSite: http://www.co.kerr.tx.us/envhealth

Operating hours 8:00 a.m. to 5:00 p.m. Closed for lunch 12:00 - 1:00 p.m.

Please allow 30 days for processing & inspection. An accepted application is valid for 12 months.

Office Use Only	Date
	Amount \$
	Ck#
	Cash <input type="checkbox"/> Yes
	Paid by
	Affidavits <input type="checkbox"/> Aer <input type="checkbox"/> Other
	Aerobic Contract <input type="checkbox"/> Yes
	Received by
	Receipt #

Application for Kerr County OSSF Development Permit

INSTRUCTIONS: Please fill out application completely & accurately. Owner's or Entity's name should be listed as it appears on property records. Additional fees may be assessed if information provided is inaccurate causing revision of a completed document. This application cannot be processed until fees are paid & the following documents are provided:

- (1) Proof of Ownership of Property** Examples: Warranty Deed or Contract for Deed or Kerr Central Appraisal District Property ID No. **(2) Legal Description of Property** Examples: Current Recorded Plat
 If property is in a platted subdivision or Metes & Bounds if property is not in a platted subdivision. These documents may be obtained from Kerr County Clerk's Office at the Courthouse.
 The Kerr Central Appraisal District (KCAD) Property ID No. (R#) can be found on your tax records or by calling (830) 895-5223.

On-Site Sewage Facility Application Fees

OSSF's with Less Than 500 Gallons per Day Disposal	OSSF's with Greater Than 500 Gallons per Day Disposal
<input type="checkbox"/> New or <input type="checkbox"/> Upgrade Permitted OSSF <500 GPD \$ 240 State of Texas Research Council Fees \$ 10* \$ 250	<input type="checkbox"/> New or <input type="checkbox"/> Upgrade Permitted OSSF >500 GPD \$ 490 State of Texas Research Council Fees \$ 10* \$ 500
<input type="checkbox"/> New or <input type="checkbox"/> Upgrade Permitted OSSF <500 GPD Requiring a Maintenance Contract (ex: aerobic system) \$ 290 State of Texas Research Council Fees \$ 10* \$ 300	<input type="checkbox"/> New or <input type="checkbox"/> Upgrade Permitted OSSF >500 GPD Requiring a Maintenance Contract (ex: aerobic system) \$ 590 State of Texas Research Council Fees \$ 10* \$ 600
<input type="checkbox"/> Repair <input type="checkbox"/> Alter a Permitted OSSF <500 GPD \$ 100	<input type="checkbox"/> Repair <input type="checkbox"/> Alter a Permitted OSSF >500 GPD \$ 200

* These fees are collected by the County & paid directly to the State of Texas.

Miscellaneous and/or Additional Fees

<input type="checkbox"/> Additional Inspection(s) \$ 50ea.	<input type="checkbox"/> Document Revision Fee \$ 25
<input type="checkbox"/> Affidavit Recording Fee \$9 & Records Archival Fee \$7 \$ 16	<input type="checkbox"/> Other: _____ \$ _____

Owner Information

Owner(s): _____ Phone: _____
 Current Mailing Address: _____
 City: _____ State: _____ Zip: _____

Property Information

- 1) Physical address (Assigned by 911): _____ City: _____
- 2) Proof of Ownership Attached: Yes No **If no, Application cannot be processed until copies are received.**
(Date Received)
- 3) Kerr Central Appraisal District Identification Number(s): **R** _____ KCAD: (830)895-5223; Website: txcountydata.com
- 4) Subdivision: _____ Section # _____ Block # _____ Lot # _____ Acres _____
- 5) *If property is not in a Subdivision:* Survey Name & No. _____ Abstract No. _____
- 6) Plat or Metes & Bounds Attached: Yes No **If no, Application cannot be processed until copies are received.**
(Date Received)

Please provide **detailed directions** to the site to help us locate your property at time of inspection:

Gate Combination: _____

Structure Information

Residence: House Mobile or Manufactured Home #of Bedrooms _____ Sq. Ft. Living Area: <1500 <2500 <3500 <4500

Non-residence structure - Describe: _____ Sq. Ft. _____

Institutional/Commercial - Describe: _____ Sq. Ft. _____

Sewage disposal by: New Septic Existing Septic Permitted Permit # _____ Not Permitted

Water supply: Community or Public Supply Well Well # _____ Not Licensed

Note: If you are within a Floodplain Hazard Area, you must contact Kerr County Road & Bridge Department (830)257-2993. A Floodplain Determination may be required by KCEHD before this application can be processed.

State-Certified OSSF Professionals

I have chosen the following state-certified individuals to submit the planning materials to KCEHD prior to issuance of the Authorization to Construct.

Site Evaluation by: _____ Proposed OSSF Type: _____

Designs by: _____ Installation by: _____

Notes/Comments: _____

(If you do not need someone [agent] to act on your behalf regarding the the On-Site Sewage Facility Application process, please skip the "Designation of Agent" section and go directly to the "Acknowledgements Affidavit".)

Designation of Agent

I designate (*print name*) _____ to act as my authorized agent in all matters relating to this On-Site Sewage Facility Application. In doing so, I understand it, in no way, absolves me of any of the owner's responsibilities outlined in the Acknowledgements Affidavit in regard to operating a permitted on-site sewage facility in Kerr County, Texas.

My agent can be contacted as follows: _____
Phone Number _____ Fax Number _____

_____ Mailing Address _____ City _____ State _____ Zip Code _____

_____ Owner Name (*print name*) _____ Owner Signature _____ SEAL _____

This document was executed before me on the _____ day of _____, 20____. _____
Notary Public, State of Texas

Acknowledgements Affidavit

I, _____ Owner Designated Agent of the Owner, of the property described on this application which an on-site sewage facility is requested hereby state the following:

1. A true and accurate legal description, plat of the property and site map are included, or will be provided, with this completed application, and that all information provided is true and correct with no omission or concealment of material fact.
2. Authorization is hereby given to Kerr County to enter the referenced property for the purposes of site evaluations and inspections of on-site sewage facilities.
3. **I understand an Authorization to Construct must be obtained from Kerr County before construction can be started for an on-site sewage facility.** Authorization to proceed with construction will be provided in the form of a written **Authorization to Construct** after the application is completed including supporting documentation, appropriate fees are paid, and a joint (Owner/Agent and Kerr County) survey of the property for soil analysis and facility suitability is performed.
4. I understand inspection and permitting of an on-site sewage facility by the Permitting Authority shall indicate only that the facility may meet minimum requirements and does not relieve the Permittee of the property from complying with more stringent County, State and Federal regulations.
5. I understand the proper performance of the on-site sewage facility cannot be guaranteed even though all provisions of the County and State regulations have been met.
6. I hereby release, indemnify, and hold harmless Kerr County and its employees and agents for any and all claims, cost or liability, expressly including alleged negligence, for any damages to property or persons arising from constructing or inspecting the on-site sewage facility in question.
7. I agree it will be the responsibility of the Permittee to maintain and operate the facility in a satisfactory manner. If this is an aerobic unit, this means maintaining a proper and current maintenance agreement with a service company.
8. I also understand that, if for any reason in the future, the system malfunctions, such as objectionable odors, unsanitary conditions, pollution, and nuisance conditions or otherwise does not comply with governmental regulations, the system must be up-graded at the Permittee's expense.
9. **I understand all construction, all inspection and all paperwork must be completed before a Permit to Operate can be issued, and that to use the system without the Permit is a violation of Kerr County OSSF rules, and that there are penalties for these violations.**
10. I understand Kerr County may grant exceptions to the regulations, and I also understand that I may appeal decisions to the Commissioners Court of Kerr County or the City of Kerrville, as appropriate.
11. **I understand that fees are not refundable.**
12. I understand that violation of any rule established by Kerr County, the State of Texas or the United States may result in punitive damages being sought in a court of competent jurisdiction.

_____ Signature of Owner/Agent for Owner _____ SEAL _____

SWORN AND SUBSCRIBED before me on the _____ day of _____, 20____. _____
Notary Public, State of Texas

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ON-SITE SEWAGE FACILITY (OSSF) FEE SCHEDULE

OSSF's with Less Than 500 Gallons per Day Disposal

1)	<u>Application for New or Upgrade Permitted OSSF <500 GPD</u>	\$ 240.00	
	<u>State of Texas Research Council Fees</u>	\$ 10.00 *	\$ 250.00
1a)	<u>Application for New or Upgrade Permitted OSSF <500 GPD</u>		
	<u>Requiring a Maintenance Contract (ex: aerobic system)</u>	\$ 290.00	
	<u>State of Texas Research Council Fees</u>	\$ 10.00 *	\$ 300.00
2)	<u>Application to Repair or Alter Permitted OSSF <500 GPD</u>		\$ 100.00

OSSF's with Greater Than 500 Gallons per Day Disposal

3)		490.00	
	<u>Application for New or Upgrade Permitted OSSF >500 GPD</u>	\$	
	<u>State of Texas Research Council Fees</u>	\$ 10.00 *	\$ 500.00
3a)	<u>Application for New or Upgrade Permitted OSSF >500 GPD</u>		
	<u>Requiring a Maintenance Contract (ex: aerobic system)</u>	\$ 590.00	
	<u>State of Texas Research Council Fees</u>	\$ 10.00 *	\$ 600.00
4)	<u>Application to Repair or Alter Permitted OSSF >500 GPD</u>		\$ 200.00

*Research Council Fees are State required. These fees are collected by the County and paid directly to the State of Texas. The fees are charged to all property owners in Texas who apply for a permit to construct on-site wastewater treatment & disposal facilities. This fee funds competitive grants for research, demonstration, and technology transfer for advanced alternative treatment and disposal technologies through the On-site Wastewater Treatment Research Council. Legal authority for the fee comes from Chapter 367 of the Texas Health and Safety Code.

Miscellaneous and/or Additional Fees

5)	<u>Affidavit Recording Fee \$9 & Records Archival Fee \$7</u>	\$ 16.00
6)	<u>Additional Inspection(s)</u>	\$ 50.00 each
7)	<u>Document Revision Fee</u>	\$ 25.00
8)	<u>Registration of OSSF License Transfer</u>	\$ 50.00
9)	<u>Septic Record Search</u>	\$ 10.00
10)	<u>Copy of State OSSF Regulations</u>	\$ 5.00 set
11)	<u>Copies of Maps</u>	\$ 3.00 /page
12)	<u>Application for Review of a Proposed Subdivision</u>	\$ 150.00 + \$10/lot
13)	<u>Expedite Fee (<5 working days to due date)</u>	\$ 200.00