



Phone (903) 935-4870

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**HOW TO OBTAIN AN OSSF APPROVAL
for
SUBDIVISION/MOBILE HOME/RV/Tiny Home PARK
Development Plan**

Submit **Subdivision Application** and **\$50 Fee** with the following 8 Attachments (8-1/2" x 11") provided by a Professional Sanitarian or Professional Engineer:

Attachment #1 A partial County road map showing the location of the proposed Subdivision/Mobile Home/RV/Tiny Home development plan.

Attachment #2 A partial topographic map (scale of 1"=2000' or less) showing the location of the development.

Attachment #3 FEMA floodplain map with the location of the development accurately marked.

Attachment #4 A soil survey map with the location of the development accurately marked.

Attachment #5 A detailed report including: the type and size of proposed buildings, site/soil evaluation test results as found in bore hole samples, types of OSSF proposed and their compatibility with ground water and area-wide drainage. The location of water wells and easements should also be addressed.

Attachment #6 An example design showing the worst case scenario at the smallest lot in the subdivision, or for non-platted rental developments submit a detailed site plan showing the location of all proposed buildings and all other existing and proposed surface improvements.

Attachment #7 A comprehensive drainage plan (see 30-TAC 295.4.c).

Attachment #8 Provide a complete legible plat(s) (for platted subdivisions) or a site plan with metes and bounds legal description (for non-platted developments) of the proposed subdivision/development. Show the location of the soil test holes tied to the property corners, fences or other permanent features such that the holes can be relocated.

If the proposed development includes a food service establishment, the planning materials must show adequate land area for doubling the land needed for the treatment units. The department will either approve or deny the planning materials in writing within 45 days of receipt. After approval is given, individual permits for septic systems may be submitted for the development.



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**ALL FEES ARE
NONREFUNDABLE**

**APPLICATION
FEE: \$50.00**

**APPLICATION FOR
OSSF DEVELOPMENT**
Subdivision/Mobile Home/RV or Tiny Home Park
Plan Review

HCEH USE ONLY

RECEIPT NO.

DATE

AMOUNT

1. DEVELOPERS NAME: _____
(LAST) (FIRST) (MIDDLE)
2. PERMANENT MAILING ADDRESS: _____
3. TELEPHONE NO. DURING DAY: (_____) _____ 4. EMAIL: _____
5. SITE ADDRESS & CITY : _____
6. SUBDIVISION NAME: _____
7. LEGAL DESCRIPTION: _____
8. DEVELOPMENT SIZE _____ acres NUMBER OF LOTS: _____ MINIMUM LOT SIZE _____ acres
9. IS ANY PORTION OF THE DEVELOPMENT WITHIN A FEMA DESIGNATED FLOODPLAIN? ☐ YES ☐ NO
10. SOURCE OF WATER: ☐ Private Well ☐ Public Water Supply _____
(Name of Supplier)
11. TYPES OF ON-SITE SEWAGE FACILITIES (OSSF): ☐ Standard ☐ Non Standard / Proprietary (i.e. Aerobic)
12. SITE EVALUATOR: _____
13. DESIGNER: _____ LICENSE NO. (PE or RS): _____
14. PHONE NO.: (_____) _____

I _____, as owner or authorized agent for the owner of the proposed development described in this application do hereby certify that I am personally familiar with the facts and representations presented herein and declare that to the best of my knowledge all the information contained herein is true and correct.

(SIGNATURE)

(DATE)