

## COKE COUNTY

I have provided the attached information to aid you with obtaining an OSSF permit in Coke County. Please use the forms provided, as the TCEQ forms are not acceptable. These forms are available also available through the judges office at the courthouse in Robert Lee, Texas.

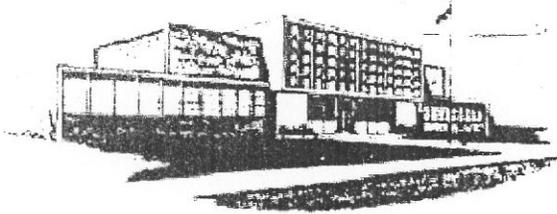
Upon completion of the forms, please mail them to me at the address below, along with a check made out to Ann Pate, Coke County DR, in the amount of \$250.00 for a single family residence, or \$410.00 for commercial. Please review the *application requirements* along with the *materials check list* to make sure that all areas are complete before returning the forms. The Coke County Designated Representative has up to 30 days to review all applications before an *Authorization to Construct* is issued. If the forms are incomplete in any way, they will be returned back to the owner, the installer, or site evaluator with instructions for what additional information is needed to complete the application. This could delay the process even longer, so be sure to double check the forms before mailing them. According to the TCEQ Rules and Regulations, Chapter 285.3(b), no one may begin construction until they have a copy in hand of the *Authorization to Construct*. In Coke County there will be no exceptions to this rule.

All systems must meet state requirements i.e., size, soil profile, topography, etc. Be sure that the water saving devices are actually installed, as a form is supplied for your signature, as part of the application process.

If you have any questions, please feel free to contact me by the information listed below.

Sincerely,

Ann Pate – Coke County DR  
2550 State Highway 70  
Blackwell, TX 79506  
License #OS0020213  
CokeCountyDR@wtxs.net  
(325)895-0395 - cell



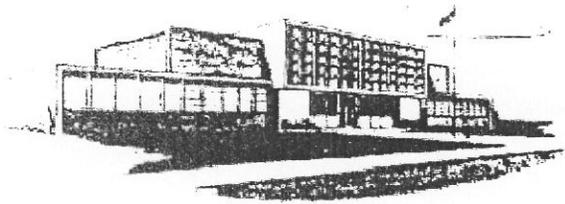
## COKE COUNTY

### APPLICATION REQUIREMENTS FOR ON-SITE SEWAGE FACILITY PERMITS

SINGLE FAMILY RESIDENCE FEE: \$250.00      ALL OTHER TYPE FACILITIES FEE: \$410.00

- \_\_\_ Obtain an application from the Coke County Courthouse and/or County Clerks' Office.
- \_\_\_ Have a qualified person conduct a complete soil/site evaluation .  
A detailed report, documenting the results of the soil and site conditions, must be submitted **(Effective 9/1/02, the soil/site evaluation must be conducted by a professional engineer (PE) or a licensed site evaluator).**
- \_\_\_ Planning materials for standard systems may be prepared by the owner or the installer.  
Non-standard and proprietary systems must be prepared by a PE or a professional sanitarian.
- \_\_\_ Submit completed application and technical information pages 1 & 2.  
Remit the appropriate fee and two copies of the following:  
soil/site evaluation results; all planning materials; a recorded affidavit (if required);  
a signed maintenance contract (if required). Directions to the site must also be included.
- \_\_\_ The application and planning materials will be reviewed by the County Designated Representative. Non-standard planning materials may be reviewed by TCEQ central office staff.
- \_\_\_ If approved, an *Authorization to Construct* will be issued by mail.  
The *Authorization to Construct* is valid for one year from the date of issuance.
- \_\_\_ The installer **must** notify the County Designated Representative at least five working days before the date of the construction investigation.
- \_\_\_ All excavations must be left open until the investigation has been completed.
- \_\_\_ If the installation is approved, a Notice of Approval will be issued by mail to the owner within seven days of completion of the inspection.
- \_\_\_ **NOTE:** All fees must be paid before Notice of Approval will be issued.  
A reinspection fee equal to 1/2 the permit fee must be paid by the installer each time the system must be reinspected.

**ALL FEES ARE NON-REFUNDABLE AND MUST BE PAID BY CHECK OR MONEY ORDER TO THE PERMITTING AUTHORITY. CASH WILL NOT BE ACCEPTED.**



## COKE COUNTY

### OSSF SITE EVALUATION AND PLANNING MATERIALS CHECKLIST

OWNER'S NAME \_\_\_\_\_

The following information must be submitted with the design package for review by the permitting authority. Failure to include or address all of the following items may result in approval delays.

**I. SOIL/SITE EVALUATION:** A minimum of two soil borings or backhoe pits must be excavated at opposite ends of the proposed disposal area. The borings or pits must be excavated to a depth of two feet below the proposed excavation of the disposal area, or to a restrictive horizon, whichever is less. Two copies of the analysis results and the drawing must be submitted. The following information must be included:

- A. Depth of soil boring or backhoe pit.
- B. Soil texture analysis. List the soil class.
- C. Gravel analysis (if applicable).
- D. Restrictive horizons analysis.
- E. Groundwater evaluation.
- F. Topography.
- G. Flood hazard.
- H. Vegetation.
- I. Location of water wells, existing or proposed, and on adjacent properties.
- J. Location of any streams, ponds, lakes, rivers, creeks or slopes that impact the site.
- K. Location of foundations, buildings, surface improvements, property lines, easements, swimming pools, and other structures existing or proposed.

**PLANNING MATERIALS:** Submit two copies of the proposed treatment and disposal construction design. The following design criteria must be prepared and submitted for review:

- A. A scale drawing of the on-site sewage facility, showing all structures served.
- B. Materials prepared by a professional engineer or professional sanitarian must have appropriate seal, date and signature.
- C. Proposed designs must clearly indicate property lines and the location of all water wells.

\_OSSF SITE EVALUATION AND PLANNING MATERIALS CHECKLIST.....continued

- D. Site plans must show streams, ponds, lakes, rivers, creeks, and slopes.
- E. Site plans must show surface improvements, easements, swimming pools, and any other structure existing and proposed.
- F. All separation distances identified in Table X must be shown.
- G. A sectional view of the tanks, including a pump tank detail, and excavations must be submitted.
- H. On lake lots at Oak Creek Lake where the 2000 elevation is **questionable**, a representative of the City of Sweetwater may be contacted at the authorized agent's discretion.
- I. Water saver affidavit, attached, if applicable.

- NEW INSTALLATION
- MODIFICATION



**COKE COUNTY**

**APPLICATION FOR ON-SITE SEWAGE FACILITY  
NEW CONSTRUCTION AND MODIFICATION**

\_\_\_\_\_ APPLICATION NUMBER \_\_\_\_\_ AMOUNT \_\_\_\_\_

1. PROPERTY OWNERS NAME: \_\_\_\_\_
2. PERMANENT MAILING ADDRESS: \_\_\_\_\_
3. DAYTIME TELEPHONE: \_\_\_\_\_
4. PROPERTY OWNERS EMAIL: \_\_\_\_\_
5. SITE ADDRESS: \_\_\_\_\_
6. LEGAL DESCRIPTION: Sed. \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Plat Date \_\_\_\_\_  
ACREAGE \_\_\_\_\_ SURVEY \_\_\_\_\_  
SUBDIVISION: \_\_\_\_\_
6. SOURCE OF WATER:  Private Well  Public Water Supply Supplier: \_\_\_\_\_
7. SINGLE FAMILY RESIDENCE: No. of Bedrooms \_\_\_\_\_ Living Area (sq ft): \_\_\_\_\_
8. COMMERCIAL/INSTITUTIONAL (including multi-family residences) TYPE: \_\_\_\_\_  
NO. OF EMPLOYEES/OCCUPANTS/UNITS: \_\_\_\_\_ DAYS OCCUPIED PER WEEK \_\_\_\_\_
9. SITE EVALUATOR: \_\_\_\_\_ LICENSE NO: \_\_\_\_\_
10. DESIGNER: \_\_\_\_\_ LICENSE NO. (PE OR RS): \_\_\_\_\_  
PHONE NO: \_\_\_\_\_
11. INSTALLER: \_\_\_\_\_ LICENSE NO: \_\_\_\_\_  
PHONE NO: \_\_\_\_\_
12. INSTALLER EMAIL: \_\_\_\_\_

I certify that the above statements are true and correct to the best of my knowledge. Authorization is hereby given to Authorized Agent to enter upon the above described property for the purpose of lot evaluation and inspection of on-site sewage facility and that a permit to operate the facility will be granted following successful inspection on the installed system which indicates that the system was installed in compliance with the commission's On-Sit Sewage Facility Rules, TAC 30, Chapter 285.

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Date)



# COKE COUNTY

## ON-SITE SEWAGE FACILITY TECHNICAL INFORMATION FOR PERMIT

APPLICATION # \_\_\_\_\_

**DO NOT BEGIN CONSTRUCTION PRIOR TO APPLICATION APPROVAL. UNAUTHORIZED CONSTRUCTION CAN RESULT IN CIVIL AND OR ADMINISTRATIVE PENALTIES.**

OWNER'S NAME: \_\_\_\_\_ COUNTY: \_\_\_\_\_

Professional design required? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, professional design attached? Yes \_\_\_\_\_ No \_\_\_\_\_

### I. SEWER (House drain):

Type and Size of Pipe: \_\_\_\_\_ Slope of Sewer Pipe to Tank: \_\_\_\_\_

### II. DAILY WASTEWATER USAGE RATE: Q = \_\_\_\_\_ (gallons/day)

Water Saving Devices: Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, attach affidavit)

### III. TREATMENT UNIT:

Septic Tank \_\_\_\_\_ Aerobic Unit \_\_\_\_\_

A: Tank Dimensions: \_\_\_\_\_ Liquid Depth (bottom of tank to outlet): \_\_\_\_\_

Size Required: \_\_\_\_\_ Size Proposed: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Material/Model: \_\_\_\_\_

Pretreatment Tank: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Size: \_\_\_\_\_

B: OTHER: \_\_\_\_\_ (please attach description)

### IV. DISPOSAL SYSTEM:

TYPE: \_\_\_\_\_  
Area Required: \_\_\_\_\_ Area Proposed: \_\_\_\_\_

### V. ADDITIONAL INFORMATION

**Note - This information must be attached for review to be completed.**

A. Site Evaluation

B. All Planning Materials and Signed Affidavits

**The attached checklist details items that must be addressed under these categories.**

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

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Date

**COKE COUNTY AUTHORIZED AGENT OSSF PROGRAM  
SITE EVALUATION AND PLANNING MATERIALS FOR AN ON-SITE SEWAGE FACILITY**

**The following information must be submitted with the design package for review by the Coke County DR.  
Failure to include or address all of the following items listed may result in approval delays.**

**Application No.** \_\_\_\_\_

<b>Applicants Site Information</b>		<b>Site Evaluator Information</b>	
<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Address</b>	
<b>City, State, Zip</b>		<b>City, State, Zip</b>	
<b>Phone No.</b>		<b>Phone No.</b>	
<b>County</b>		<b>License No.</b>	

**Additional information:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

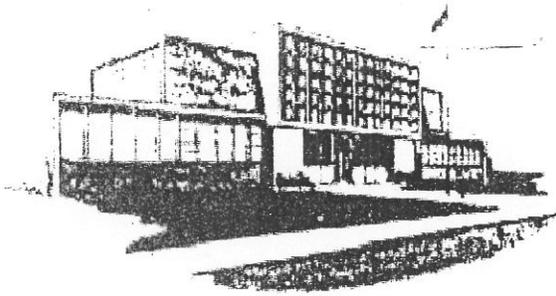
**SITE EVALUATION:** A minimum of two soil borings or backhoe pits must be excavated at opposite ends of the proposed disposal area. The borings or pits must be excavated to a depth of two feet below the proposed excavation, or to a restrictive horizon, whichever is less. The boring or pit locations must be indicated on the site diagram. This report shall include a groundwater evaluation, a surface drainage analysis, and all applicable minimum separation requirements in regards to 30 TAC 285.91(10) (Table X).

**PLANNING MATERIALS:** The proposed treatment and effluent disposal system shall be prepared based on the site evaluation. The submittal requirements must include the following details.

- A legible scale drawing of the on-site sewage facility, showing all structures served.
- Any documents prepared by a professional engineer or professional registered sanitarian must be signed, sealed, and dated.
- Proposed designs must comply with all separation distances identified in 30 TAC 285.91(10) Table X.
- A sectional view of the tanks, including pump tanks, and excavations must be submitted.

<b>Soil Boring/Backhoe Pit Number</b> _____ <b>#1</b>						
<b>Depth (Feet)</b>	<b>Soil Class</b> 285.30(b)(1)(A)(i-v)	<b>Gravel Analysis</b> 285.30(b)(1)(B)	<b>Restrictive Horizon</b> 285.30(b)(1)(C)(i, ii)	<b>Groundwater</b> 285.30(b)(2)(A, B)	<b>Topography</b> 285.30(b)(3)(A)	<b>Flood Hazard</b> 285.30(b)(3)(B)
0						
1 ft						
2 ft						
3 ft						
4 ft						
5 ft						
6 ft						
7ft						





# COKE COUNTY

## WATER SAVING DEVICE'S INSTALLED

I do certify that the address  
listed below has water saving devices installed  
throughout the residence or institution, owned by

---

at the following location

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and are in good working condition.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owners Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Installers Signature

\_\_\_\_\_  
License Number

Either owner, or Installer, on behalf of owner may sign the above form. Owner should be informed by the installer that septic systems are designed by this criteria, and if water saving devices are not actually installed, it could cause the system to fail. By signing the above form, you the owner or installer are attesting to these features being installed in this residence or institution, and in good working condition, at the time the septic system was installed.