



Town of Little Elm On-Site Sewage Facility Requirements & Application

A. Permits:

1. All OSSF systems installed in the Town of Little Elm require a permit.
2. This entire packet must be completed and submitted at time of application.
3. Have site evaluation and soil analysis performed by a Texas licensed (TECQ) site evaluator; Registered Sanitarian or Professional Engineer.
4. Have a Registered Sanitarian or a Professional Engineer design the system. Designer must complete a detailed technical report and attach it to the Technical Information Sheet.
5. Submit two copies each of the complete design plans, soil type, and site evaluation results.
6. Plans and application will be reviewed by the Town of Little Elm's Designated Representative.
7. Upon approval, an authorization to construct (permit) will be issued by the Town of Little Elm to begin construction.
8. Permit fee for new OSSF construction is \$350.00
9. Permit fee for OSSF repair is \$200.00

B. Restrictions:

1. **Minimum lot size for a private On-Site Sewage Facility is one (1) acre. (Contact the Town of Little Elm concerning lots that do not meet the above criteria but that were platted prior to January 1, 1988).**
2. **Systems producing more than 5000 gallons per day must be permitted directly by the Texas Commission on Environmental Quality.**

C. Inspections:

1. Upon approval, an authorization to construct (permit) will be issued by the Town of Little Elm to begin construction.
2. Begin construction. An inspection of the installation is required before covering of any part of the system. Contact The Town of Little Elm at least 24 hours in advance to arrange an inspection
3. After successful inspection, a Permit to Operate will be issued to the owner within approximately 10 working days.

ON-SITE SEWAGE FACILITY (OSSF) CHECKLIST

The following information must be included with the design package for review by the Town of Little Elm, TX. Failure to include or address all of the following items may result in approval delays.

1) Plans and reports must bear a signed and dated seal of the designing registered engineer or sanitarian. The address and telephone number of this person must also be included in the submittal.

2) A report must be included in the submittal containing the following information:

- _____ A. Basis of design
- _____ B. Soil analysis and site evaluation;
- _____ C. System flow diagram and sizing calculations;
- _____ D. Material specifications; and
- _____ E. Size and model of approved aerobic system (if used)

3) Construction drawing must include the following information:

- _____ A. A scaled legible site plan with boundary description;
- _____ B. The location of all buildings (existing or proposed) on the site plan;
- _____ C. The location of the wastewater treatment units and disposal area,
- _____ D. Buffer zones and water wells must be identified and located on the site-plan;
- _____ E. The site plan must also include topographical contours for slopes greater than 15 percent;
- _____ F. Easements and bodies of water (lakes, streams, ponds) must also be identified;
- _____ G. No part of an OSSF system may be placed within 75 feet distance of the U.S. Corps of Engineers maximum flood elevation of 537 MSL.

4) Additional requirements for aerobic systems with surface irrigation disposal.

- _____ A. Two-year maintenance agreement;
- _____ B. A copy of the FILED (with the Denton County Records) Affidavit to the Public and documentation that the same has been recorded by the Denton County clerk.

Designer's Signature

Designer's Printed Name & Type of License and License Number

Designer's Address

Designer's City, State, Zip Code

Designer's Telephone Number

Designer's Seal

Town of Little Elm • Building Inspections
100 West Eldorado Parkway • Little Elm, TX 75068
permits@littleelm.org
214-975-0456 • 972-377-5544(fax)
For more information and to access all of our forms go to
www.littleelm.org/mygov

On-Site Sewage Facility (OSSF) Technical Information

Do not begin construction prior to application approval. Unauthorized construction can result in administrative penalties and/or criminal charges being filed.

Address of proposed system: _____

City: **Town of Little Elm** County: **Denton** State: **Texas**

Property Owner's Name: _____

Type of OSSF system: _____

I. Sewer (Building drain):Type & Size : _____ Slope of sewer pipe to tank: _____

II. Septic Tank:

A. Type (check. one)-2 compartment ___ 2 singles in series ___ Tank construction material: _____

B. Internal dimensions: 1.Round tank diameter: _____ Liquid penetration depth-inlet : _____

2. Liquid depth (bottom of tank to outlet): _____ Liquid penetration depth -outlet: _____

3. Rectangle tank: Length: _____ Width: _____ Depth: _____

C. Capacity: Size Requires: _____ Size Proposed: _____

III. Site Evaluation:

Note: Information worksheet must be attached for review to be completed

Soil classification: Performed by: _____

License type & number: _____

Address: _____

City, state & zip code: _____

Phone: _____

V. Disposal Area:

Type: _____ Minimum area required: _____

Trenches width or bed size: _____ Distances between trenches/beds: _____

Type and size of media: _____ Type and diameter of pipe: _____

Type of barrier: _____ Trench depth: _____

V. Plot plan:

NOTE: This worksheet must be attached for review to be completed.

Two copies of the plat/plan are required. These plans MUST include the following:

1. Owner's Name
2. Lot size
3. Property lines
4. Septic tank (s) location (s)
5. Trench width or bed size
6. Size (Length, width, and area) of bed or trench drainfields
7. Location of clean-outs
8. Location of water wells, including neighboring wells within 150 feet
9. The following linear distances, if applicable:

From	to	Septic tank	Disposal field
Water Wells, underground cisterns And/or pump suction lines		_____	_____
Water supply lines		_____	_____
Property lines		_____	_____
Streams		_____	_____
Ponds		_____	_____
Lakes		_____	_____
Sharp slopes, and breaks		_____	_____
Foundation, structures and surface improvements		_____	_____
Disposal fields		_____	_____
Swimming pool		_____	_____

Designer's Signature

License type & number

Date

Application for an On-Site Sewage Facility (OSSF)

Site Address: _____

Is public sewer available (within 300 ft) to this property? Yes No

Property owner's name: _____

Property owner's address: _____

Owner's telephone number: _____

Builder's name: _____

Builder's address: _____

Builder's telephone number: _____

Property description: Subdivision: _____ Lot: _____ Block: _____

Property size (area): _____

Source of water service: Private well: _____ Public water supply: _____

Type of development

Single family residence: Living area: _____ sqft.:# bedrooms _____ # bathrooms: _____

Number of people to be served by OSSF system: _____

Commerical/institutional (includes multi-family dwellings): Type: _____

Person performing site evaluation & soil analysis: _____

License # & type: _____

Address: _____

Phone number: _____

OSSF Designer: _____

License # & type: _____

Address: _____

Phone number: _____

Installer: _____

License # & type: _____

Address: _____

Phone number: _____

A site plan of the property, drawn to scale, showing the size of the property and the locations of all structures, wells, pools and ponds on the lot, shall be included with this application.

I certify that the above statements are true and correct to the best of my knowledge. Authorization is hereby given to the employees and agents of the **Town of Little Elm, TX.** to enter upon the above described property for the purpose of lot evaluation and inspection of the on-site sewage facilities. I understand that the approval of this application constitutes authorization for construction of the on-site sewage facility and that a permit to operate the facility will be granted following successful inspections and approval of the installed system by the designated representative of the **Town of Little Elm, TX.**

Signature of Property Owner or Authorized Representative

Date

**AFFIDAVIT TO THE PUBLIC
ON-SITE SEWAGE FACILITY (OSSF)**

THE COUNTY OF DENTON §
STATE OF TEXAS §

Before me, the undersigned authority, on this day personally appeared

_____ who, after being duly sworn, upon oath states that he/she is the owner of record of that certain tract or parcel of land lying and situated in the **TOWN OF LITTLE ELM, DENTON COUNTY, TEXAS**, and being more particularly described as follows (fill in address and legal description of the property in the space below

_____ The undersigned owner of record further states that a surface application on-site sewage facility (OSSF) will be installed in accordance with the permitting provisions of the Texas Commission on Environmental Quality (TCEQ) and the **TOWN OF LITTLE ELM, TEXAS**. The undersigned owner of record has entered into a maintenance agreement, as required by the TCEQ, for the particular OSSF being installed.

Further, the undersigned owner of record states that he/she will, upon any sale or transfer of the above-described property, request a transfer of the permit to operate such surface application system to the buyer or transferee. Any buyer or transferee is hereby notified that an annual maintenance contract with an approved OSSF maintenance contract provider of their choice is required for operation of the OSSF system. Failure to provide or renew such maintenance contract is a violation of state law. For more information concerning the rules and regulations on surface application on-site sewage facilities, contact the Division of Watershed Management, Texas Commission on Environmental Quality, P.O. Box 13087, Austin, TX. 78711-3087.

WITNESS MY/OUR HAND(S) on this _____ day of _____, 20_____.

PRINTED NAME OF OWNER OF RECORD

SIGNATURE OF OWNER OF RECORD

SWORN TO AND SUBSCRIBED BEFORE ME on this _____ day
of _____, 20_____.

Notary Public, State of Texas

Notary's Printed Name

Commission Expires