



CITY OF NEW FAIRVIEW PUBLIC WORKS
999 ILLINOIS LN.
NEW FAIRVIEW, TX 76078
PHONE: (817) 638-5366
FAX: (817) 638-5369

RESIDENTIAL ON-SITE SEWAGE FACILITY APPLICATION

APPLICATION #

DATE

AMOUNT

RECEIPT #

METHOD OF PMT

New _____ Repair _____ Addition _____ Transfer _____

Conventional () Aerobic ()

Site address: _____

Inside the City limits of New Fairview () or Unincorporated area ()

Site description: Size of property: # of Acres _____ or Square feet _____

Subdivision name _____ Lot # _____ Block # _____ Phase _____

Or Survey _____ Tract _____ Abstract _____

Property Owners Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Telephone#: _____

Email: _____

Type of structure: Slab _____ Pier & Beam _____ Manufactured Housing _____

Living Area Square Footage: _____ Single Family _____ Multifamily _____

Number of Bedrooms _____ Number of Occupants _____ Estimated _____

Flow _____ gpd _____

Jacuzzi / whirlpool bath or similar: No _____ Yes _____ How many? _____

Water Source: Private Well _____ Public Supply _____ Name _____

I understand that a property design and constructed sewage disposal facility may malfunction if not maintained or used properly. Due to the many variables involved, a system cannot be guaranteed. The licensing authority shall inspect to confirm the system meets design standards. The property owner is ultimately responsible for assuring the correct operation and maintenance of the system in accordance with the specific requirements of the type of system used. Furthermore, I the undersigned, hereby grant access to the property, for purposes of inspecting the on-site sewage disposal system.

Property Owner's Signature _____ Date _____



CITY OF NEW FAIRVIEW

APPLICATION FOR ON-SITE SEWAGE FACILITY
NEW CONSTRUCTION

City use only
APPLICATION NO.
DATE
AMOUNT

Permit Number
COUNTY OF INSTALLATION

- 1. PROPERTY OWNER'S NAME: (Last) (First) (Middle)
2. CURRENT MAILING ADDRESS:
3. DAYTIME TELEPHONE NO.: ()
4. SITE ADDRESS:
5. LEGAL DESCRIPTION: Sec. Block Lot Plat Date
SUBDIVISION:
OTHER THAN SUBDIVISION: Acreage: Survey Name:
Abstract Name/No.:
6. SOURCE OF WATER: Private Well Public Water Supply (Name of Supplier)
7. SINGLE FAMILY RESIDENCE: No. of Bedrooms Living Area (ft^2)
8. COMMERCIAL/INSTITUTIONAL (including multi-family residences) TYPE:
NO. OF EMPLOYEES/OCCUPANTS/UNITS: DAYS OCCUPIED PER WEEK:
9. SITE EVALUATOR: LICENSE NO.
PHONE NO.:
10. DESIGNER: LICENSE NO. (PE or RS)
PHONE NO.:
11. INSTALLER: LICENSE NO.
PHONE NO.:

I certify that the above statements are true and correct to the best of my knowledge. Authorization is hereby given to the City of New Fairview to enter upon the above described property for the purpose of soil/site evaluation and investigation of an on-site sewage facility.

If you have questions on how to fill out this form or about the on-site sewage facility program, please contact New Fairview City Hall office 817-638-5366. Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 817-638-5366

12. (SIGNATURE OF OWNER) (DATE)

City of New Fairview
 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

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 SIZE: _____ (gal) No NA

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. SOIL/SITE EVALUATION
 B. PLANNING MATERIALS

The attached checklist details those items that must be addressed under each of these categories.

 DESIGNER'S SIGNATURE LICENSE No. DATE

City of New Fairview

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 City of New Fairview. Failure to include or address all of the following items may result in approval delays.

Application No. _____

Applicant/Site Information		Site Evaluator Information	
Name		Name	
Address		Address	
City, State, Zip		City, State, Zip	
Phone No.		Phone No.	
County		License No.	

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. This report shall include a groundwater evaluation, a surface drainage analysis, and all applicable minimum separation requirements.

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

- A scale drawing of the on-site sewage facility, showing all structures served.
- Submittals prepared by a professional engineer or professional sanitarian must be sealed, dated, and signed.
- Proposed designs must comply with all separation distances identified in Table X (note easements, etc.).
- A sectional view of the tanks, including pump tanks, and excavations must be submitted.
- All applications must include a certified copy of the most recent plat for this parcel.

Soil Boring/Backhoe Pit Number _____						
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0						
1						
2						
3						
4						
5						
6						
7						

THE COUNTY OF _____

STATE OF TEXAS

CERTIFICATION OF OSSF REQUIRING MAINTENANCE

According to Texas Commission On Environmental Quality Rules for On-Site Sewage Facilities, this document is filed in the Deed Records of _____ County, Texas.

I

The Texas Health and Safety Code, Chapter 366 authorizes the Texas Commission On Environmental Quality (TCEQ) to regulate on-site sewage facilities (OSSFs). Additionally, the Texas Water Code (TWC), § 5.012 and § 5.013, gives the TCEQ primary responsibility for implementing the laws of the State of Texas relating to water and adopting rules necessary to carry out its powers and duties under the TWC. The TCEQ, under the authority of the TWC and the Texas Health and Safety Code, requires owner's to provide notice to the public that certain types of OSSFs are located on specific pieces of property. To achieve this notice, the TCEQ requires a deed recording. Additionally, the owner must provide proof of the recording to the OSSF permitting authority. This deed certification is not a representation or warranty by the TCEQ of the suitability of this OSSF, nor does it constitute any guarantee by the TCEQ that the appropriate OSSF was installed.

II

An OSSF requiring a maintenance contract, according to 30 Texas Administrative Code §285.91(12) will be installed on the property described as (insert legal description):

The property is owned by (insert owner's full name):

This OSSF must be covered by a continuous maintenance contract. All maintenance on this OSSF must be performed by an approved maintenance company, and a signed maintenance contract must be submitted to (insert name of the permitting authority) within 30 days after the property has been transferred.

The owner will, upon any sale or transfer of the above-described property, request a transfer of the permit for the OSSF to the buyer or new owner. A copy of the planning materials for the OSSF can be obtained from (insert name of permitting authority).

WITNESS BY HAND(S) ON THIS ____ DAY OF _____.

(Owner(s)signature(s))

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS ____ DAY OF _____.

Notary Public, State of Texas

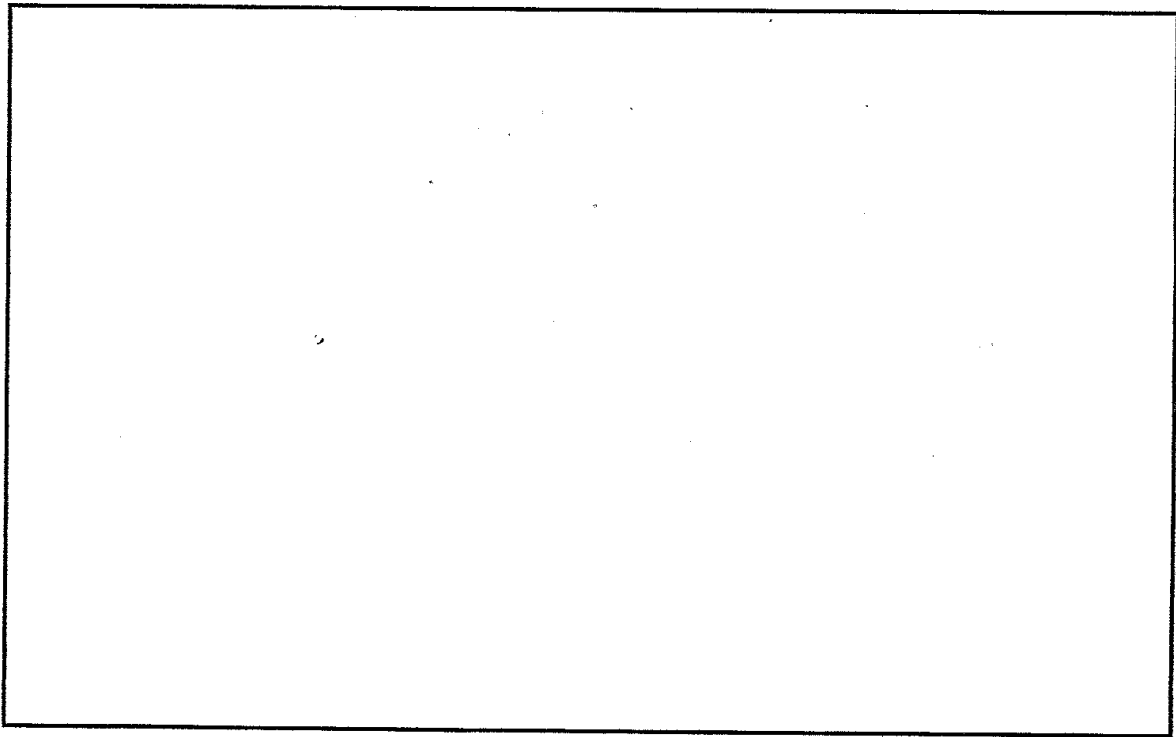
Notary's Printed Name:

My Commission Expires:

Soil Boring/Backhoe Pit Number _____						
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0						
1						
2						
3						
4						
5						
6						
7						

Schematic of Lot or Tract / Site Drawing

Scale: 1 inch = 50 feet/or appropriate



I certify that the results of this report are based on my site observations and are accurate to the best of my ability.

Signature: _____ Date: _____
 (Site Evaluator)

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
SUBDIVISION OR DEVELOPMENT PLANS
Title 30, Texas Administrative Code (TAC), Chapter 285.4(c)

Proposed residential subdivisions or other similar development plans using on-site sewage facilities for treatment and disposal must submit planning materials. Submittals must be prepared by a professional engineer or professional sanitarian with appropriate seal, date, and signature.

1. An overall site plan that indicates individual lot sizes and all features (water wells, easements, etc.) that may impact any of the required minimum separation distances.
2. A topographic map with the proposed development indicated clearly on the map.
3. A surface drainage analysis defining slope, and any future improvements planned for the development, shall also be indicated.
4. A Federal Emergency Management Agency (FEMA) 100-year floodplain map with the proposed development indicated clearly on the map. If a FEMA map is not available, a flood study prepared by a professional engineer shall be submitted. A statement certifying whether the proposed development is located in the floodplain or floodway is required from the local Floodplain Administrator if a FEMA 100-year floodplain map for the area where the proposed development is located is not available or if the development is not in a floodplain or floodway.
5. A soils survey which includes a copy of a United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) soil survey map, if one has been completed, with the proposed development indicated clearly on the map. The soil class information must identify each major soil association named by the USDA in the proposed development and must be in accordance with current 30 TAC §285 rules for class and texture. If there is no official NRCS soil survey information available, then soils information as described in the current 30 TAC §285 rules must be submitted by class and texture. This includes a soil texture analysis for each different USDA soil association. Additionally, please include soil drainage and groundwater information that could adversely affect OSSF disposal as identified by soil scientists in any soil surveys.
6. The types of OSSF disposal systems suitable for the soils in the proposed development and the compatibility with area-wide drainage and groundwater. A statement may be included to the effect that individual OSSF system selection will be made in conjunction with the site evaluation with respect to the individual site permitting process, in accordance with the current 30 TAC §285 OSSF rules.
7. Planning materials shall include a final drainage plan assuring adequate drainage will be achieved for the future completion of the development.

Submittals including all of the above information will be considered administratively complete. Only upon determination that the submittal is administratively complete, TCEQ staff will conduct a technical review of the submittal to determine compliance with 30 TAC §285 regarding individual lot size requirements and overall site suitability. The TCEQ will provide a written response to the sender regarding approval within 45 days of receipt of administratively complete planning materials. Additional information may be requested by TCEQ staff on a case by case basis.

CITY OF NEW FAIRVIEW

City of New Fairview
999 Illinois Lane
New Fairview TX, 76078

APPLICATION REQUIREMENTS FOR ON-SITE SEWAGE FACILITY PERMITS

SINGLE FAMILY DWELLING, FEE: \$410.00 ALL OTHER TYPE FACILITIES, FEE: \$410.00
(Commercial, multi-unit residential developments)

- Obtain an application from the City of New Fairview .
- A licensed site evaluator must conduct a complete site evaluation.
A detailed report, documenting the results of the soil and site conditions, must be submitted.
- Have planning materials prepared by the required individual.
Standard systems may be prepared by the owner or the installer.
Non-standard and proprietary systems must be prepared by a professional engineer or a professional sanitarian.
- Submit completed application and technical information sheet.
Remit the appropriate fee, the **ORIGINAL and ONE COPY EACH** of the following: site evaluation results; all planning materials; a recorded affidavit (if required); a signed maintenance contract (if required); a certified copy of the most recent plat for the parcel listed in the application (required).
Directions to the site should also be included.
- The application and planning materials will be reviewed by City of New Fairview
Non-standard planning materials may be reviewed by City of New Fairview
- If approved, an Authorization to Construct will be issued.
The Authorization to Construct is valid for one year from the date of issuance.
- The installer must notify the City of New Fairview at least **five working days** before the date of the construction inspection.
All excavations must be left open until the inspection has been completed.
- If the installation is approved, a Notice of Approval will be issued to the owner within seven days.
- NOTE:** A reinspection fee equal to ½ the permit fee must be paid by the installer for each time the system must be reinspected. All fees must be paid before a Notice of Approval will be issued.

**ALL FEES ARE NON-REFUNDABLE AND MUST BE PAID BY
CHECK, MONEY ORDER AND CASH.**

**PAYMENTS MUST BE MADE PAYABLE TO THE CITY OF NEW
FAIRVIEW.**

CITY OF NEW FAIRVIEW
999 ILLINOIS LANE
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ATTENTION:

All surface system applications must include the following or they will be returned promptly to the applicant.

1. Technical report.
2. Site drawing/Scale drawing. At a minimum, the drawing will show the location of all existing and proposed buildings, wastewater disposal area, buffer zones, water wells, and any other pertinent features or information.
3. Landscape plan.
4. Maintenance requirements/two year maintenance agreement.
5. Affidavit to the Public. Filed and recorded at the (county) courthouse where the property is located.
6. Detailed directions to the site must be submitted with the application to ensure a prompt investigation.