
OSSF ROUTINE MAINTENANCE AFFIDAVIT INFORMATION

This Routine Maintenance affidavit is required for all On Site Sewage Facilities in Williamson County that will utilize an Aerobic Treatment Unit.

Instructions:

1. Property owner completes and signs the affidavit and has it notarized
2. Affidavit is filed with the Deeds & Records office:
Williamson County Justice Center - County Clerk
Deeds & Records
405 Martin Luther King St
Georgetown, TX 78626
Main: 512.943.1515
**Office is in the basement level of the building
3. Upload a copy of the notarized and filed affidavit to the My Government Online portal during submittal of the online OSSF application

Williamson County
Department of Infrastructure
3151 SE Inner Loop, Ste B
Georgetown, TX 78626
T: 512.943.3330
F: 512.943.3335



**OSSF ROUTINE MAINTENANCE AFFIDAVIT TO THE PUBLIC
THE COUNTY OF WILLIAMSON, STATE OF TEXAS**

Before me the undersigned authority, on this day personally appeared _____, who after being by me duly sworn, upon oath states that he/she is the owner of record of that certain tract or parcel of land lying and being situated in Williamson County, Texas and being more particularly described as follows:

Full Legal Description: _____

Or Subdivision: _____ **Block:** _____ **Lot:** _____

The undersigned agrees to advise future owners that the On-Site Sewage Facility (OSSF) utilizes a surface application and/or shallow subsurface application system for wastewater disposal. He/she will, upon any sale or transfer of the above-described property, advise the buyer or transferee to request a transfer of the license to operate a secondary treatment system within 30 days of sale/transfer. The license to operate systems requiring maintenance is valid for only 2 years, at which time renewal is required. **The operator further agrees to provide routine maintenance by adding chlorination tablets, inspecting spray heads and inspecting the general operation, as needed. The operator realizes that this unit will cease discharging in the event of treatment malfunction or lack of disinfection. This might cause sewage backup. The system should not be used when it is disabled.** Owner is also responsible for:

- License renewal and payment of the current fee is required every 2 years or upon lapse of the maintenance contract. A transfer of license and payment of the current fee is required when ownership changes. License transfers also require submission of a current inspection report and maintenance contract. These fees are paid directly to Williamson County.
- Any buyer or transferee is hereby notified that in accordance with 30 Texas Administrative Code (TAC) Chapter 285, this OSSF must be covered continuously by a maintenance contract. All maintenance must be performed by a State approved maintenance company. Any new maintenance contract must meet Texas Commission on Environmental Quality's (TCEQ's) minimum standards and be signed and dated by both the service provider and the homeowner.
- A new maintenance contract must be submitted to Williamson County Engineer's Office 30 days prior to expiration of the previous contract or within 30 days after the property has been transferred.
- Testing and reporting must be performed every 4 months, or every 6 months with electronic monitoring equipment that automatically notifies service providers upon malfunction. Copies of the report are due to the Williamson County Engineer's Office within 10 days of testing.
- If a system does not possess a current maintenance contract or if it is creating a public health nuisance or threatening to create a public health nuisance, the license to operate will be cancelled and must be renewed following any necessary repairs.
- Any violations of rules adopted under Subchapter C of Chapter 366 of the Texas Health and Safety Code (30 TAC Chapter 285 or Williamson County On-Site Sewage Facility Regulations) is a Class C misdemeanor.

Witness My Hand On This _____ Day Of _____, _____.

Property Owner's Signature _____

By: _____
Printed Name Of Property Owner

Sworn To And Subscribed Before Me On This _____ Day Of _____, _____.

Notary Public, State Of Texas

Notary's Printed Name

My Commission Expires: _____