

**KERR COUNTY**

**Environmental Health Department  
Courthouse, 700 Main, Suite BA-100  
Kerrville, Texas 78028**

**Phone: (830) 896-9020 FAX: (830) 792-4903**

**E-mail: envhealth@co.kerr.tx.us**

**WebSite: http://www.co.kerr.tx.us/envhealth**

*Operating hours 8:00 a.m. to 5:00 p.m. Closed for lunch 12:00 - 1:00 p.m.*

**Please allow 30 days for processing & inspection. An accepted application is valid for 12 months.**

**Application #**

Date:	
Amount: \$	
Ck#:	
Cash	<input type="checkbox"/> Yes
Paid by:	
Affidavits	<input type="checkbox"/> Aer <input type="checkbox"/> Other
Aerobic Contract	<input type="checkbox"/> Yes
Received by:	
Receipt #	

**Application for Kerr County OSSF Development Permit**

**INSTRUCTIONS:** Please fill out application completely & accurately. Owner's or Entity's name should be listed as it appears on property records.

This application cannot be processed until fees are paid & the following documents are provided:

- (1) Proof of Ownership of Property** Examples: Warranty Deed or Contract for Deed or Kerr Central Appraisal District Property ID No. (KCAD R#)
  - (2) Legal Description of Property** Examples: Current Recorded Plat if property is in a platted subdivision or Metes & Bounds if property is not in a platted subdivision.
- These documents may be obtained from Kerr County Clerk's Office at the Courthouse. The KCAD Property ID. No. (R#) can be found on your tax records or by calling (830) 895-5223.

**On-Site Sewage Facility Application Fees**

OSSF's with Less Than 500 Gallons per Day Disposal		OSSF's with Greater Than 500 Gallons per Day Disposal	
<input type="checkbox"/> New or <input type="checkbox"/> Upgrade Permitted OSSF <500 GPD	\$ 240	<input type="checkbox"/> New or <input type="checkbox"/> Upgrade Permitted OSSF >500 GPD	\$ 490
TCEQ Water Resource Management Fee	\$ 10* <b>\$ 250</b>	TCEQ Water Resource Management Fee	\$ 10* <b>\$ 500</b>
<input type="checkbox"/> New or <input type="checkbox"/> Upgrade Permitted OSSF <500 GPD Requiring a Maintenance Contract (ex: aerobic system)	\$ 290	<input type="checkbox"/> New or <input type="checkbox"/> Upgrade Permitted OSSF >500 GPD Requiring a Maintenance Contract (ex: aerobic system)	\$ 590
TCEQ Water Resource Management Fee	\$ 10* <b>\$ 300</b>	TCEQ Water Resource Management Fee	\$ 10* <b>\$ 600</b>
<input type="checkbox"/> Repair <input type="checkbox"/> Alter a Permitted OSSF <500 GPD	<b>\$ 100</b>	<input type="checkbox"/> Repair <input type="checkbox"/> Alter a Permitted OSSF >500 GPD	<b>\$ 200</b>

\* These fees are collected by the County & paid directly to the State of Texas, Texas Commission on Environmental Quality

Miscellaneous and/or Additional Fees	
<input type="checkbox"/> Additional Inspection(s)	\$ 50ea.
<input type="checkbox"/> Affidavit Recording & Records Archival Fees	\$ 26
<input type="checkbox"/> Document Revision Fee	\$ 25
<input type="checkbox"/> Other:	\$

**Owner Information**

Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_ **E-MAIL ADDRESS:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Property Information**

1) Physical Address (Assigned by 911): \_\_\_\_\_ City: \_\_\_\_\_

2) Proof of Ownership Attached:  Yes  No **If no, Application cannot be processed until copies are received.**

3) Kerr Central Appraisal District Identification Number(s): R \_\_\_\_\_ KCAD: (830)895-5223; Website: txcountydata.com

4) Subdivision: \_\_\_\_\_ Section # \_\_\_\_\_ Block # \_\_\_\_\_ Lot # \_\_\_\_\_ Acres: \_\_\_\_\_

5) If property is not in a Subdivision: Survey Name & No. \_\_\_\_\_ Abstract No. \_\_\_\_\_

6) Plat or Metes & Bounds Attached:  Yes  No **If no, Application cannot be processed until copies are received.**

Site within City Limits of Kerrville  Site within City Limits of Ingram

Please provide detailed directions to the site to help us locate your property at time of inspection: \_\_\_\_\_

**Gate Combination:** \_\_\_\_\_

**Structure Information**

Residence:  House  Mobile or Mfg. Home No. of Bedrooms \_\_\_\_\_ Sq. Ft. Living Area:  <1500  <2500  <3500  <4500

Non-residence structure - Describe: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

Institutional/Commercial - Describe: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

Sewage Disposal by:  New Septic  Existing Septic  Permitted Permit # \_\_\_\_\_  Not Permitted

Water supply:  Community or Public Supply  Well Well # \_\_\_\_\_  Not Licensed

**Note: If you are within a Floodplain Hazard Area, you must contact Kerr County Road & Bridge Department (830) 257-2993. A Floodplain determination may be required by KCEHD before this application can be processed.**

**State-Certified OSSF Professionals**

I have chosen the following state-certified individuals to submit the planning materials to KCEHD prior to issuance of the Authorization to Construct.

Site Evaluation by: \_\_\_\_\_ Proposed OSSF Type: \_\_\_\_\_

Designs by: \_\_\_\_\_ Installation by: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

*(If you do not need someone [agent] to act on your behalf regarding the the On-Site Sewage Facility Application process, please skip the "Designation of Agent" section and go directly to the "Acknowledgements Affidavit".)*

**Designation of Agent**

I designate (*print name*) \_\_\_\_\_ to act as my authorized agent in all matters relating to this On-Site Sewage Facility Application. In doing so, I understand it, in no way, absolves me of any of the owner's responsibilities outlined in the Acknowledgement Affidavit in regard to operating a permitted on-site sewage facility in Kerr County, Texas.

My agent can be contacted as follows: \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

\_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_ Owner Name (*print name*) \_\_\_\_\_ Owner Signature \_\_\_\_\_ SEAL \_\_\_\_\_

This document was executed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

**Acknowledgements Affidavit**

I, \_\_\_\_\_  Owner  Designated Agent of the Owner, of the property described on this application which an on-site sewage facility is requested hereby state the following:

1. A true and accurate legal description, plat of the property and site map  are included, or  will be provided, with this completed application, and that all information provided is true and correct with no omission or concealment of material fact.
2. Authorization is hereby given to Kerr County to enter the referenced property for the purposes of site evaluations and inspections of on-site sewage facilities.
3. **I understand an Authorization to Construct must be obtained from Kerr County before construction can be started for an on-site sewage facility.** Authorization to proceed with construction will be provided in the form of a written **Authorization to Construct** after the application is completed including supporting documentation, appropriate fees are paid, and a joint (Owner/Agent and Kerr County) survey of the property for soil analysis and facility suitability is performed.
4. I understand inspection and permitting of an on-site sewage facility by the Permitting Authority shall indicate only that the facility may meet minimum requirements and does not relieve the Permittee of the property from complying with more stringent County, State and Federal regulations.
5. I understand the proper performance of the on-site sewage facility cannot be guaranteed even though all provisions of the County and State regulations have been met.
6. I hereby release, indemnify, and hold harmless Kerr County and its employees and agents for any and all claims, cost or liability, expressly including alleged negligence, for any damages to property or persons arising from constructing or inspecting the on-site sewage facility in question.
7. I agree it will be the responsibility of the Permittee to maintain and operate the facility in a satisfactory manner. If this is an aerobic unit, at the end of the initial two-year service policy, the owner of an OSSF for a single family residence shall either maintain the system personally or obtain a new maintenance contract. An owner may not maintain an OSSF for commercial, speculative residential, or multifamily property.
8. I also understand that, if for any reason in the future, the system malfunctions, such as objectionable odors, unsanitary conditions, pollution, & nuisance conditions or otherwise does not comply with governmental regulations, the system must be up-graded at the Permittee's expense.
9. **I understand all construction, all inspection and all paperwork must be completed before a Permit to Operate can be issued, and that to use the system without the Permit is a violation of Kerr County OSSF rules, and that there are penalties for these violations.**
10. I understand Kerr County may grant exceptions to the regulations, and I also understand that I may appeal decisions to the Commissioners Court of Kerr County or the City of Kerrville, as appropriate.
11. **I understand that fees are not refundable.**
12. I understand that violation of any rule established by Kerr County, the State of Texas or the United States may result in punitive damages being sought in a court of competent jurisdiction.

SEAL

\_\_\_\_\_  
Signature of Owner/Agent for Owner

SWORN and SUBSCRIBED before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

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**ON-SITE SEWAGE FACILITY (OSSF) FEE SCHEDULE**

**OSSF's with Less Than 500 Gallons per Day Disposal**

1)	Application for <b>New</b> or <b>Upgrade</b> Permitted OSSF <500 GPD	\$240.00	
	TCEQ Water Resource Management Fee .....	\$10.00 *	\$250.00
1a)	Application for <b>New</b> or <b>Upgrade</b> Permitted OSSF <500 GPD Requiring a <b>Maintenance Contract</b> (ex: aerobic system)	\$290.00	
	TCEQ Water Resource Management Fee .....	\$10.00 *	\$300.00
2)	Application to <b>Repair</b> or <b>Alter</b> Permitted OSSF <500 GPD		\$100.00

**OSSF's with Greater Than 500 Gallons per Day Disposal**

3)	Application for <b>New</b> or <b>Upgrade</b> Permitted OSSF >500 GPD	\$490.00	
	TCEQ Water Resource Management Fee .....	\$10.00 *	\$500.00
3a)	Application for <b>New</b> or <b>Upgrade</b> Permitted OSSF >500 GPD Requiring a <b>Maintenance Contract</b> (ex: aerobic system)	\$590.00	
	TCEQ Water Resource Management Fee .....	\$10.00 *	\$600.00
4)	Application to <b>Repair</b> or <b>Alter</b> Permitted OSSF >500 GPD		\$200.00

\*TCEQ Water Resource Management Fees are State required. These fees are collected by the County and paid directly to the State of Texas, Texas Commission on Environmental Quality. The fees are charged to all property owners in Texas who apply for a permit to construct on-site wastewater treatment & disposal facilities. This fee funds competitive grants for research, demonstration, and technology transfer for advanced alternative treatment and disposal technologies through the TCEQ Water Resource Management Account. Legal authority for the fee comes from Chapter 367 of the Texas Health and Safety Code.

**Miscellaneous and/or Additional Fees**

5)	Affidavit Recording & Records Archival Fees		\$26.00
6)	Additional Inspection(s) (each)		\$50.00
7)	Document Revision Fee		\$25.00
8)	Registration of OSSF License Transfer		\$50.00
9)	Septic Record Search		\$10.00
10)	Copy of State OSSF Regulations (per set)		\$5.00
11)	Application for Review of a Proposed Subdivision		
	Subdivisions with less than five lots:		\$20.00
	Subdivisions with five or more lots:		\$50.00
	Additional Per Lot Fees:		
	1. Five dollars (\$5.00) per lot		
	2. Additional ten dollars (\$10.00) per lot OSSF review fee if the minimum lot size is less than five (5) acres.		
12)	Expedite Fee (<5 working days to due date)		\$200.00