



To: General Public
Re: OSSF Requirements for Single Lot Subdivisions
From: Environmental Services

Lots that have not been “legally” subdivided or have not completed an Environmental Review must submit information regarding site suitability for on-site sewage facilities as required by the Texas Natural Resource Conservation Commission (TNRCC). OSSF permits will not be granted unless the following information has been submitted to this office.

- Provide a copy of a professional survey of the property that addresses floodplain and square footage of lot. All existing structures with water & electric service must be shown on the survey or OSSF design.
- Provide a map to property in relationship to major roads.

A qualified Site Evaluator can generally provide the additional items mentioned below.

- Indicate if property is or is not located within the Edwards Aquifer Recharge Zone.
- Provide a drainage plan. This report must include how drainage patterns will or will not affect the proper function of the OSSF. This report must show any drainage improvements needed to ensure that the lot would have positive drainage, meaning that water will not pool on lot. The report must state if positive drainage already exists.
- Indicate if the lot is served by private wells, public wells, or a public water supply. A minimum of 1 acre of surface area is required for each house if served by public water. A minimum of 2 acres of surface area is required per residence if served by private well.
- If lot is to be served by a water company, then a letter will be needed from the Water Company stating that they have the capability and capacity to serve water to said lot.
- If lot is to be served by wells, the well locations must be located on the survey with the required 100-foot sanitary easement labeled. Wells must be located 50 feet from all property lines. If the sanitary easement encroaches neighboring properties, a letter of easement acceptance is required from affected property owner.
- Provide a topographic map or state direction and percentage of slope on the lot. Additional topographic information may be required depending on the nature of the lot and system location.
- A subsoil and groundwater report must be submitted that indicates the depth and type of soils, depth to rock or other restrictive layers, depth to groundwater or evidence of groundwater (mottling). Two test holes are required for the installation of septic system. These holes are to be a depth of at least 5 feet and must be left uncovered for Williamson County inspectors to evaluate.
- Provide a report detailing the types of OSSF to be considered for this lot.
- Indicate 75-foot setbacks from creeks, lakes, drainage-ways, and drainage easements. Indicate 25-foot setbacks from breaks in grade. Indicate 150-foot setbacks from recharge features.

Once all required criteria have been submitted to this office, the design can be reviewed for approval. If you have any questions concerning this matter, please contact this office.