



Office of Emergency Management and Permits

1811 Water Street
Gonzales, TX 78629
Office: (830) 672-6209
Fax: (830) 672-3563

Monday - Friday 7:30am – 11:30am ▪ 12:30pm – 4:30pm

Jimmy Harless, CFM, DR
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Elizabeth Crow
Admin Assistant
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SEPTIC PERMIT CHECKLIST

TO ALL PERSONS APPLYING FOR SEPTIC PERMITS IN GONZALES COUNTY:

This office may issue a septic permit after a site evaluation of the property is performed to determine the soil type and suitability on the site. Results of the site evaluation will determine the type of system that can be installed at that site.

If any of the following apply to your site evaluation, an engineer or a registered sanitation will be required to design your system

1. TYPE 1a SOIL
2. TYPE IV SOIL
3. SITE IS IN THE FLOODPLAIN
4. SITE IS IN A SUBDIVISION RESTRICTED TO ENGINEERED SYSTEMS
5. AS REQUIRED IN TCEQ RULES CHAPTER 285.91 TABLE IX

Once the site evaluation is performed, you will need to submit the following for the permit review (5 working days) before an approval is given:

1. COMPLETED SEPTIC APPLICATION
2. SITE EVALUATION REPORT (*Performed by a site evaluator, registered sanitarian or engineer*)
3. APPROVED 911 ADDRESS (*Obtain from Golden Crescent Regional Planning Commission*)
4. ABSTRACT CARD (*Obtain from Gonzales County Appraisal District*)
5. PROOF OF OWNERSHIP (*Recorded deed if different from abstract card*)
6. SEPTIC AFFIDAVIT (*For Aerobic Septic Systems Only*)
7. MAINTENANCE CONTRACT (*For Aerobic Septic Systems Only*)
8. FLOOR PLANS
9. DRIVEWAY PERMIT (*Obtain from Gonzales County Or TXDOT*)

PERMIT FEE

CONVENTIONAL SYSTEMS=\$210.00

AEROBIC/ENGINEERED SYSTEMS = \$310.00

COMMERCIAL/INDUSTRIAL SYSTEMS = \$410.00

ALLOW 5-7 WORKING DAYS TO PROCESS APPLICATION

APPLICATION WILL EXPIRE AFTER 1 YEAR OF LICENSE TO CONSTRUCT



**APPLICATION FOR PERMIT TO CONSTRUCT AN
ON-SITE SEWAGE FACILITY
GONZALES COUNTY P: 830-672-6209 / F: 830-672-3563**

| | |
|-------------------------------|-------|
| <u>COUNTY USE ONLY</u> | |
| PERMIT # | _____ |
| DATE | _____ |
| AMOUNT \$ | _____ |

REASON FOR ON-SITE SEWAGE FACILITY:

NEW REPLACE

Property Owner Name: _____

911 Approved Property Address: _____ City/ST/ZIP: _____

Mailing Address: _____ City/ST/ZIP: _____

Home/Work # (____) _____ / Cell # (____) _____ / Fax # (____) _____

Email address: _____ Gate Code: _____

Subdivision Name: _____ Section #: _____ Block #: _____ Lot #: _____

Abstract #: _____ Survey Name: _____

Acres: _____ / Property Tax ID #: _____ / County Precinct #: _____

Type of Development

Single / Multi Family Residential

Commercial / Institutional Facility

Type of Construction: _____ Type of Facility: _____

Square Footage: _____ Water Saving Devices: _____ Water Saving Devices: _____ / # of Occupants: _____

of Bedrooms: _____ / # of Spaces: _____ # of Seats: _____ / # of Beds: _____

Driveway: New Existing / Driveway Permit Issued: _____

Property located in Regulated Floodplain: _____ / House located in Regulated Floodplain: _____

Water Source: _____ / Water Well on Site: _____

of Existing Living Quarters on Property: _____ / # of Operating OSSF on Property: _____

System Type: _____ / Soil Type: _____ / Disposal Area: _____

Tank Size: _____ / Tank Brand: _____ / Gallons per Day (as per TCEQ Table III): _____

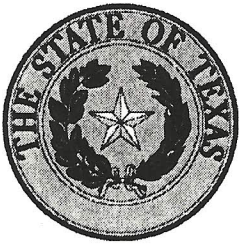
Engineer/Designer: _____ / Site Evaluator: _____

Septic Installer: _____ / Septic Installer #: _____

PROVIDE PROOF OF CURRENT LICENSE

I certify that the above statements are true and correct to the best of my knowledge. Authorization is hereby given to the licensing authority and agents to enter upon the above described private property for the purpose of lot/tract evaluation and inspection of on-site sewage facilities. I understand that the approval of this application constitutes authorization for approval of this application for construction of the on-site sewage facility and that a permit to operate the facility will be granted following successful inspection of the installed system which indicated that the system will be installed in compliance with the TCEQ Construction Standards for On-Site Sewage Facilities. Should this lot/tract be within the 100 year floodplain, I understand a permit to construct an on-site sewage facilities will not be issued until a development permit has been approved for the structure using the sewage facility. Also, to the best of my knowledge, no existing organized disposal system exists within 300 feet, horizontal distance, of the above application for private sewage facility.

Property Owner Signature: _____ Date: _____



**THE COUNTY OF GONZALES
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 **Gonzales 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), Sec. 5.012 and Sec. 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 Administration Code Sec. 285.91(12) will be installed on the property described as:

Subdivision _____ **Unit#** _____ **Lot #:** _____ **Blk #:** _____

If not in a subdivision: **Abstract #:** _____ **Survey Name:** _____ **Acreage:** _____

The property is owned by: _____

This OSSF must be covered by a maintenance contract. An approved maintenance company must perform all maintenance on this OSSF, and a signed maintenance contract must be submitted to the Gonzales County Building Official within thirty 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.

WITNESS MY HAND ON THIS _____ DAY OF _____, 20__ BY

Owner/Agent name (Signature)

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS _____ DAY OF _____,
20__ BY

Notary Public, State of Texas

Notary's name (Printed)

Commission Expires: _____



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DRIVEWAY PERMIT CHECKLIST

TO ALL PERSONS APPLYING TO CONSTRUCT AN ACCESS DRIVEWAY FACILITY ON GONZALES COUNTY
RIGHT OF WAY:

When is a driveway permit needed?

- If you are installing a new driveway
- If you are upgrading an existing driveway by:
 - Installing a culvert
 - Changing a dirt driveway to concrete or asphalt
 - Doing any work within the County right-of-way (county road to fence)
- If you are removing asphalt or concrete
- If you are widening your driveway

When is a driveway permit **NOT** needed?

- If you are adding a layer of gravel to an existing gravel driveway
- If you are seal coating an existing asphalt driveway
- General maintenance not involving resurfacing of existing driveway

No driveway construction shall commence prior to consulting with the Commissioner of the Precinct of the area in which the driveway is being constructed and before the permit is approved and issued.

Pct. 1 Commissioner: 830-672-3700 Office Pct. 2 Commissioner: 830-788-7351 Office
830-857-3138 Cell 830-263-0328 Cell

Pct. 3 Commissioner: 830-672-2265 Office Pct. 4 Commissioner: 830-582-1615 Office
830-857-5755 Cell 830-534-3167 Cell

Permit Requirements:

- Application Fee:** Please see permit fees listed below.
- 911 Address Sign:** A reflective 911 address sign of a size of at least 6" x 18", containing both the 911 address in at least 4" reflective letters and County Road designation in at least 1- 1/2" reflective letters must be mounted in a location visible from the roadway at least 36" above the ground at the driveway entrance. **911 addressing is required** (Obtain from Golden Crescent Regional Planning Commission at 361-578-1587).
- Survey or Site Plan:** A survey or site map showing the proposed work to be done in right-of-way for preliminary review. **Additional drawing submittals may be required before a permit can be issued.

POLICIES AND PROCEDURES

- Design of the construction shall be as authorized and approved by the Gonzales County Commissioner's agent or representative's plans and specifications as set forth in the Driveway Permit Regulations.
- Maintenance of facilities constructed as requested shall be the responsibility of the grantee, and the COUNTY OF GONZALES will reserve the right to require any changes, maintenance, or anything deemed necessary to provide protection of life or property on or adjacent to the roadway. Changes in design, when approved, will be made only with the approval of the County Commissioner or designated agent.
- The applicant shall hold harmless the COUNTY OF GONZALES and its duly appointed agents, employees, and officials against any action for personal injury or property damages sustained by reason of the exercise of this application.
- The applicant shall agree not to erect any structure on, or extending over any portion of the road right-of-way, or vehicle service fixtures such as service pumps or vendor stands. Tanks or water hydrants will be located (12) feet from the right-of-way to ensure that any vehicles services from these fixtures will be off of the road.
- Any culverts or drainage devices deemed necessary by the COUNTY OF GONZALES shall be furnished by applicant. The County may install for the applicant.
- The reflective 911 address sign that is required to be posted at the driveway entrance and visible from the roadway can be purchased from your choice of any vendor. Failure to post the required reflective 911 address sign at the driveway entrance, and visible from the roadway, may result in varied forms of liability for company, employee and/or contractor injuries and/or deaths, if emergency services are delayed due to the inability to quickly and efficiently locate the correct 911 address. The reflective 911 address sign(s) can also be purchased from the Gonzales County EMS, at 703 St. Joseph - Gonzales, TX 78629, Office: 830-672-7675.

| | |
|---|-------------|
| Residential: home, cabin, mobile home or other single family residence..... | \$ 50.00 |
| Farming or ranching operating..... | \$ 50.00 |
| Oil field location, including pad site, tank storage, or other related usage..... | \$ 1,000.00 |
| Mini-Storage or other commercial storage facility..... | \$ 400.00 |
| Mobile Home or RV Park..... | \$ 400.00 |
| Commercial Business..... | \$400.00 |



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Gonzales County Driveway Access Permit Application

Permit Applicant or Company Name:

911 Property Address: City/ST/Zip:

Mailing Address: City/ST/Zip:

Home/Work#:() Cell#:() Fax#:()

Email:

Subdivision Name: Section#: Block#: Lot#:

Abstract#: Survey Name:

Acres: Property Tax ID#: County Precinct#:

Type of Entrance:

- Residential, Farming or Ranching, Commercial/Mini-Storage Facility, Oil Field Location, Mobile Home or RV Park, Commercial Business

I (We), the undersigned applicant(s), hereby agree to accept and comply with the terms and conditions set out in this application for the construction of an access driveway facility in the County of Gonzales.

APPLICANT'S PRINTED NAME APPLICANT'S SIGNATURE DATE

The COUNTY OF GONZALES hereby accepts your application to construct/reconstruct driveway facilities on the Gonzales County right-of-way for development of access to your property or properties at the 911 Address listed above.

COUNTY COMMISSIONER DATE APPROVED

COUNTY USE ONLY
PERMIT # RECEIPT #
AMOUNT \$ DATE
COMMISSIONER CONTACTED ON PHONE / EMAIL