



City of Bastrop, Texas

On-Site Sewage Facility (OSSF) Checklist

Planning Department • 1311 Chestnut Street • 512-322-8840

All applications must be submitted through MyGov (<https://web.mygov.us>). Red fields are required.

PROJECT NAME:

APPLICANT(S):

Process Overview:

1. Complete Application and upload required documentation at <https://web.mygov.us>
2. Application reviews, with comments issued as needed
 - a. Applications are only accepted for review on Mondays by 4pm. Applications may be submitted any time, but review will not begin until the following Monday at 4pm.
 - i. If there are items required, we cannot accept the application for review until all items have been addressed
3. Staff Approval or Denial of Permit
4. Authorization to Construct
5. OSSF facility inspected
6. License to Operate

Submittal Package Checklist Items

Applicant	Check all boxes in the Applicant column before submitting project application and documents. All checklist items must be included in the submittal, or it will not be accepted for review. If an item does not apply to your project, mark the item as N/A.	
	1.	Completed Permit Application, including signature completed Checklist and required documentation https://web.mygov.us
	2.	Proof of Ownership or Agent Authorization Letter signed by Property Owner and Applicant Agent.
	3.	Technical Information Form
	4.	Include the plot plan showing the existing and proposed impervious cover and the total size of the lot. The plot plan must show utility meter/panel locations, drainage flow directions, driveway locations, impervious cover percentage, build-to line/setback, easements, etc. See knowledge item on Sample Plot Plan.
	5.	Septic Plan and Specifications
	6.	Design Certificate

	7.	Affidavit of Maintenance. If not an aerobic OSSF, check this box:
	8.	Maintenance Contract. If not an aerobic OSSF, check this box:
	9.	Floodplain Elevation Certificate. If not located in a designated floodplain, check this box:
	10.	Digital Submittal – See requirements below
	11.	OSSF Permit Fee (invoice will be sent after application is accepted for review).

Plan Detail Requirements

Applicant	The following items are required for a review to be completed. Please note that additional details may be required.	
	1.	Owner's Name
	2.	Lot Size
	3.	Property Lines
	4.	Septic tank location(s)
	5.	Clean-out location(s)
	6.	Trench and/or bed locations
	7.	Size of bed or trench and drain field (length, width, and square footage)
	8.	All water wells within 150 feet
	9.	Linear distances to both the septic tank and disposal field from:
	9.a	Water wells, underground cisterns, and pump suction pipes
	9.b	Water supply lines and property
	9.c	Streams, ponds, and lakes
	9.d	Sharp slopes and breaks
	9.e	Foundations, structures, and surface improvements
	9.f	Disposal fields
	9.g	Swimming pools
	9.h	Property lines

Digital Requirements

PDF 1 – Septic Plan and Specifications

- Title should be Septic Plan-Project Name
- Combine items in the Septic Plan required details section into one PDF document

PDF 2 – Certificates, Affidavit and Maintenance Contract

- Title should be Checklist Items-Project Name
- Combine all remaining checklist items (if applicable) into one PDF document