



**SUBMITTAL CHECKLIST FOR THE ON-SITE SEWAGE FACILITIES (OSSF)
SUBDIVISION REVIEW**

Property Owner's Name: _____

Subdivision Name: _____

Designer's Name: _____

Please provide the information listed below (as specified in 30 TAC §285.4(c)). Using this checklist and having a complete package will ensure that the review process runs smoothly. **Please complete this checklist and turn it in with your application package.**

All OSSF applications are submitted through the AB+C Portal: <https://abc.austintexas.gov/citizenportal/app/login>

A separate application form is not needed. All information is gathered during the AB+C intake process.

Application fee - Fees will be paid through your AB+C Portal account. Follow instructions on the AB+C Portal emails that are generated when your application is submitted. Reviews will not be initiated until fees are paid.

- ☐ Planning materials prepared by a professional engineer or a professional sanitarian with his/her seal, date and signature.
- ☐ A locator map or written directions to the property.
A copy of the proposed plat showing all easements.
- ☐ A copy of the 100-year floodplain map. Detailed floodplain information can be obtained from the City of Austin, Watershed Protection Department at http://www.atxfloods.com/FP_mods/Map.html.
- ☐ A soil survey for the area. The survey must contain information prepared by either a site evaluator or professional engineer using the site evaluation criteria in [30 TAC §285.30\(b\)](#). A minimum of one backhoe excavation per each soil map unit present (from the published soil survey for the county) is required. The location of each profile hole must be clearly marked on the site with flagging tape.
- ☐ A comprehensive drainage plan.
- ☐ A comprehensive, scaled development plan drawing that shows elevation contour lines, the proposed lot line boundaries, the locations of profile holes, water wells (if any), and easements (if any), and the approximate locations of proposed drainfield areas and structures. The elevations of contour lines must be expressed in feet above the mean sea level, including the 100-year flood plain boundary (if applicable).
- ☐ A complete report detailing the types of OSSFs to be considered and their compatibility with area-wide drainage and groundwater.
- ☐ If the site is in the Edwards Aquifer Recharge Zone (EARZ), submit a copy of the Texas Commission on Environmental Quality (TCEQ) approval letter, including the geologic map showing all the recharge features, of the Edwards Aquifer water pollution abatement plan (WPAP) for the subdivision (30 TAC §285.41).

FOR CITY OF AUSTIN USE ONLY

Reviewed by:

Date: