



ATTACHMENT V

ON-SITE SEWAGE FACILITY PERMIT GUIDELINES

[____], 2025

This Attachment V – On-Site Sewage Facility Permit Guidelines (these “Guidelines”) shall be known and may be cited as the Tarrant Regional Water District On-Site Sewage Facility Permit Guidelines. These Guidelines shall regulate and apply to all On-Site Sewage Facility Permits issued by the District.

These Guidelines supplement the rules and regulations in the Tarrant Regional Water District General Ordinance, as adopted by the District’s Board of Directors on [____], 2025 (the “General Ordinance”). The terms, provisions, and guidelines contained in these Guidelines are to be construed in conjunction with the General Ordinance, which is incorporated herein by reference. Capitalized terms used but not defined in these Guidelines will have the meaning given to them in the General Ordinance.

An On-Site Sewage Facility Permit is required before Constructing new, or Modifying existing, On-Site Sewage Facilities located on District Land or District Water.

Always check the District’s website or District Reservoirs’ offices for the most recent version of these Guidelines.

SECTION 1. PERMIT APPLICATION REQUIREMENTS

Section 1.01 Before any On-Site Sewage Facility Permit may be considered, a complete application in the form attached to these Guidelines, with signatures from the Landowner, each contractor, and the licensed electrical contractor (as applicable) must be submitted, along with such other documents or information as reasonably requested by the District or as required under the General Ordinance.

Section 1.02 All fees must be paid before an On-Site Sewage Facility Permit is issued, unless a written alternative payment schedule is agreed upon. An On-Site Sewage Facility Permit application will not be considered until the \$300.00 application fee has been paid to the District. The District may charge fees for a District inspector’s application review time.

Section 1.03 On-Site Sewage Facility Permit applications submitted to the appropriate District office will be processed in accordance with Section 8 of the General Ordinance and these Guidelines.

Section 1.04 Required Attachments. The following must be submitted with any On-Site Sewage Facility Permit application electronically into the District's online permit portal:

- (a) Proof of property ownership (e.g., deed, tax statement, sales contract);
- (b) Plans or drawings with specifications, construction details, and a list of materials. Plans of the proposed On-Site Sewage Facility must illustrate the location and depth of the proposed On-Site Sewage Facility;
- (c) A comprehensive work schedule; and
- (d) All plans, profiles, and specifications must be submitted in AutoCAD format or in georeferenced shape files. Adobe PDF files (or equivalent) are acceptable as a supplement to the electronic submittal. All specifications shall be submitted in Adobe PDF format or equivalent.

SECTION 2. PERMITTING PROCEDURE.

Section 2.01 An On-Site Sewage Facility Permit application shall be considered to have been filed on the date that it is received by the appropriate District office. District staff shall not accept an On-Site Sewage Facility Permit application that is incomplete. The appropriate District office shall review applications within ten (10) business days of receipt and declare the application either accepted for consideration or rejected. In the event the On-Site Sewage Facility Permit application is rejected, the applicant will be required to submit a new application for any further consideration. Acceptance of an application during the administrative review phase only indicates that the On-Site Sewage Facility Permit application contains all necessary information for consideration. Such acceptance is unrelated to the outcomes of subsequent phases of the application process.

Section 2.02 The appropriate District office shall notify the applicant that their On-Site Sewage Facility Permit application has been accepted. Accepted applications shall proceed to the technical review phase.

Section 2.03 District staff shall commence a technical review of an On-Site Sewage Facility Permit application after it is deemed administratively accepted. District staff shall consider any information submitted in the application. During the technical review, District staff shall notify the applicant of any additional information necessary to complete the review. The applicant shall provide the requested information within one (1) month, unless otherwise authorized in writing by the District. Once the applicant has submitted all required information, the District staff shall complete the technical review within ten (10) business days.

Section 2.04 If the applicant fails to provide further information as requested by District staff within the prescribed time period, unless the time period is extended in writing by District staff, the On-Site Sewage Facility Permit application shall be deemed technically

incomplete and rejected. There shall be no restriction on subsequent On-Site Sewage Facility Permit applications.

Section 2.05 Upon a determination that an application for an On-Site Sewage Facility Permit is technically approved, a final permit decision shall be made in accordance with Section 2.08.

Section 2.06 An On-Site Sewage Facility Permit application may be amended at any time prior to the issuance of an On-Site Sewage Facility Permit for non-substantive changes. Non-substantive changes include slight alterations that do not change the size, footprint, or location of the permitted facility. Substantive changes may be proposed prior to the completion of the technical review phase. However, after completion of the technical review phase, substantive changes shall require a new On-Site Sewage Facility Permit application.

Section 2.07 An On-Site Sewage Facility Permit application may be withdrawn at any time prior to the issuance of an On-Site Sewage Facility Permit. An applicant may request an extension of any deadline during the administrative review or technical review phases. Extension requests must be in writing and shall explain in detail the need for additional time. Such requests shall be subject to written approval by the District.

Section 2.08 Upon completion of the technical review, District staff shall coordinate any necessary changes with the applicant and make a determination to approve, approve in part, or deny the On-Site Sewage Facility Permit. If District staff approve the On-Site Sewage Facility Permit in full or approves the permit in part, District staff shall prepare and mail a proposed permit to the applicant, which may include any conditions that the District deems appropriate. If District staff denies the On-Site Sewage Facility Permit, District staff shall mail a letter notifying the applicant that the permit has been denied. The applicant shall have thirty (30) calendar days to provide written comments, if any, to District staff. District staff shall then have ten (10) business days to consider applicant's comments and either issue An On-Site Sewage Facility Permit or reaffirm denial of such permit. A copy of the executed On-Site Sewage Facility Permit shall be mailed to the applicant.

Section 2.09 District Inspectors or authorized representatives may be dispatched to the address specified in the permit application during normal business hours to conduct inspections and ensure compliance with the General Ordinance and these Guidelines. Denying access may result in the immediate revocation of any District-issued permit. The District may charge fees for the time spent by District inspectors during these reviews.

Section 2.10 Final Inspection. Upon completion of Construction, the applicant must notify the District to arrange for a final inspection.

SECTION 3. ON-SITE SEWAGE FACILITY GUIDELINES

Section 3.01 The District understands that there are technical criteria, legal requirements, and administrative procedures and duties associated with regulating On-Site Sewage Facilities. The District will fully enforce Chapter 366 of the Texas Health and Safety Code, Chapter 7 and 37 of the Texas Water Code, and associated rules referenced in these Guidelines.

Section 3.02 Title 30, of the Texas Administrative Code, Chapter 20, Subchapters A and G, and Chapter 285, promulgated by the TCEQ for On-Site Sewage Facilities, are incorporated by reference as if fully set forth in these Guidelines. All District Representatives are authorized to perform such duties as are required of them under such section of the Texas Administrative Code.

Section 3.03 The following guidelines shall apply to any On-Site Sewage Facilities located on District Water or District Land:

(a) On-Site Sewage Facilities must be designed and installed by a registered professional sanitarian or professional engineer.

(b) All greywater generated by a residence or commercial enterprise must be discharged in a properly permitted On-Site Sewage Facility.

(c) All Lots with an On-Site Sewage Facility that are subdivided after April 8, 2011 must be at least one (1) acre if served by a public water supply, or two (2) acres if served by private water wells.

(d) On-Site Sewage Facilities utilizing surface irrigation for effluent disposal are prohibited. Any On-Site Sewage Facilities existing prior to April 8, 2011 and which were properly permitted under prior waste control rules and regulations may remain in use, but must always operate under a current maintenance contract between the landowner and a TCEQ-licensed OSSF maintenance provider, including at least the following:

(1) Quarterly maintenance, testing, and reporting in accordance with the requirements set forth in Title 30, Texas Administrative Code, Chapter 285 et seq., including the testing for chlorine residual; and

(2) All quarterly testing results shall be provided to the District within two (2) weeks of the date of the maintenance and testing.

(e) All On-Site Sewage Facilities that produce effluent that is required to be disinfected shall comply with the following requirements:

(1) Each disinfection unit shall be equipped with an approve control system that is capable of shutting of the electrical power supply to the effluent pump or valving off the flow of effluent in the event that disinfection of effluent is interrupted or discontinued for any reason. This controller shall prohibit the reactivation of the electric power supply or opening of the valve until such time as the disinfection unit is fully operable and is functioning properly; and

(2) All chlorinators, filters, or other types of disinfecting units shall be commercially manufactured and shall be installed, serviced, and operated in compliance with manufacturer's recommendations and requirements.

(f) No On-Site Sewage Facility shall be allowed on islands within District Waters below the respective Reservoir's Flood Flowage Boundary.

Section 3.04 All fees collected for On-Site Sewage Facility Permits or inspections shall include the \$10.00 fee payable to the On-Site Wastewater Treatment Research Council as required by under Chapter 367 of the Texas Health and Safety Code. The District will pay this \$10.00 fee to the Research Council for each application received.

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