



REEVES COUNTY ENGINEER

PO BOX 111

PECOS, TEXAS 79772

OFFICE (432) 287-0500 FAX (432) 253-3676

REEVES COUNTY ENGINEER DEPARTMENT PERMIT FOR ON-SITE SEWAGE FACILITY

“REMOVE & RETAIN THIS PAGE PRIOR TO RETURNING THE APPLICATION TO THE ABOVE ADDRESS”

SINGLE FAMILY RESIDENTAL FEE: \$160.00

ALL OTHER TYPE SYSTEM FEE: \$310.00

1. Obtain an application from Reeves County Engineer Department.
2. Have appropriate individual (Who has completed a TNRCC approved site/soil evaluation course) perform mandatory site/soil evaluation.
3. Submit complete application and technical information sheet (in property owner's name) with **ALL PAGES INTACT**. Include the appropriate fee and two copies each of the following:
 - A.) Planning Materials
 - B.) Site & Soil Evaluation
 - C.) Accurate directions to the site.
4. Plans and application will be reviewed by Reeves County Engineer.
5. Upon approval an authorization to construct will be issued. The Authorization to construct is valid for One year from the date of issuance.
6. Being Construction. An inspection of the installation is required before covering of the system. Contact our office at least five (5) working days in advance to arrange an inspection.
7. After a successful inspection, a Notice of Approval will be issued to the owner within approximately 5 working days.
8. **NOTE:** A re-inspection fee equal to the permit amount must be paid by the installer for each time the system must be re-inspected. All fees must be paid before a Notice of Approval will be issued.

**ALL FEES ARE NOT-REFUNDABLE AND SHALL BE PAID BY
PERSONAL CHECK, CASHIER'S CHECK, OR MONEY ORDER**

*****NO CASH WILL BE ACCEPTED*****

REEVES COUNTY ENGINEER DEPARTMENT
APPLICATION FOR ON-SITE SEWAGE FACILITY
NEW CONSTRUCTION AND MODIFICATION

NEW INSTALLATION
MODIFICATION

1. PROPERTY OWNERS NAME: _____
(LAST) (FIRST) (MIDDLE)
2. PERMANENT MAILING ADDRESS: _____
3. TELEPHONE # DURING DAY: _____
4. SITE ADDRESS: _____
5. LEGAL DESCRIPTION: SEC: _____ BLOCK: _____ LOT: _____ DATE: _____
SUBDIVISION: _____
OTHER THAN SUBDIVISION: ACREAGE: _____ SURVEY: _____
6. SOURCE OF WATER: _____PRIVATE WELL _____PUBLIC WATER SUPPLY _____
(NAME OF SUPPLIER)
7. SINGLE FAMILY RESIDENCE: NUMBER OF BEDROOMS: _____ LIVING AREA(FEET): _____
8. COMMERCIAL/INSTITUTIONAL (including multi-family residences) TYPE: _____
9. SITE EVALUATOR: _____
10. DESIGNER: _____ LICENSE NO: _____
PHONE NO: _____
11. INSTALLER: _____ REGISTRATION NO: _____
PHONE NO: _____

(**All related fees are non-refundable and shall be paid by Personal Check, Cashier's Check, or Money Order. No Cash Accepted.**)

I certify that the above statements are true and correct to the best of my knowledge. Authorization is hereby given to the Reeves County Engineer Department to enter upon the above described property for the purpose of lot evaluation and inspection of on-site sewage facility and that a permit to operate the facility will be granted following successful inspection of the installed system which indicates that the system was installed in compliance with this commission's On-Site Sewage Facility Rules, TAC 30, Chapter 285.

12. _____
(SIGNATURE OF OWNER) (DATE)

REEVES COUNTY ENGINEER DEPARTMENT

ON-SITE WASTEWATER SYSTEMS CHECKLIST

OWNER'S NAME: _____

PERMIT NO: _____

The following information must be included with the design package for review by the Reeves County Engineer Department. Failure to include or address all of the following items may result in approval delays.

1. **SITE EVALUATION:** At least two soil borings/backhoe pits shall be taken in opposite ends of the area to be used for the soil absorption system, and shall be excavated to a depth of 2 feet BELOW the proposed trench, or to a restrictive horizon whichever is less. Two copies of the test results and the drawing must be enclosed. The following information shall be included:
 - A) Soil texture analysis. List the texture type:
 - B) Soil structure analysis. List the structure type:
 - C) Dept of test. (Soils without at least 24" of suitable soil beneath the proposed drain field shall be considered unsuitable)
 - D) Restrictive horizon evaluation
 - E) Groundwater evaluation
 - F) Topography
 - G) Flood hazard
 - H) Vegetation
 - I) Easements and bodies of water (lakes, watercourses, etc.) must be identified
 - J) All separation distances identified in Table X must be shown
 - K) All water wells on this site and neighboring properties

2. **PLANNING MATERIALS:** Two copies of the construction drawing must be enclosed and shall include the following information:
 - A.) A detailed, legible site plan with boundary description (Aerobic systems required scale drawings, legal description of the lot, an Affidavit to the Public, and Maintenance Agreement to be attached)
 - B.) The location of all buildings (existing or proposed) on the site plan.
 - C.) The size and location of the wastewater treatment units and disposal area (include width & depth).
 - D.) All water wells on this site and neighboring properties must be identified and located on the site plan
 - E.) Easements and bodies of water (lakes, watercourses, etc.) must be identified.
 - F.) All separation distances identified in Table X must be shown.

REEVES COUNTY ENGINEER DEPARTMENT
ON-SITE SEWAGE FACILITY
TECHNICAL INFORMATION FOR PERMIT

PERMIT# _____

**DO NOT BEGIN CONSTRUCTION PRIOR TO APPLICATION APPROVAL. UNAUTHORIZED
CONSTRUCTION CAN RESULT IN CIVIL AND OR ADMINISTRATIVE PENALTIES**

OWNER'S NAME: _____

Professional design required: _____ YES _____ NO

If yes, professional design attached: _____ YES _____ NO

1. SEWER (House drain):

Type and size of pipe: _____ Slope of sewer pipe to tank: _____

2. DAILY WASTEWATER USAGE RATE: Q _____ (gallons/day)

Water saving devices: _____ YES _____ NO

3. TREATMENT UNIT: _____ SEPTIC TANK _____ AEROBIC UNIT

A.) Tank Dimensions: _____ Liquid Dept (bottom of tank to outlet) _____

Size Required: _____ Size Proposed: _____

Manufacturer: _____ Material/Model# _____

Pretreatment Tank: _____ YES _____ NO _____ NA

B.) OTHER: _____

(Please Attach Description)

4. DISPOSAL SYSTEM:

TYPE: _____

Area Required: _____ Area Proposed: _____

5. ADDITIONAL INFORMATION:

NOTE-THIS INFORMATION MUST BE ATTACHED FOR REVIEW TO BE COMPLETED

A. Site evaluation

B. Planning materials

This attached checklist details those items that must be addressed under each of these categories.

Designer's Signature

Registration No.

Date

**REEVES COUNTY ENGINEER DEPARTMENT
ON-SITE SEWAGE FACILITY
SOIL EVALUATION REPORT INFORMATION**

Date Soil Survey Performed: _____

Site Location: _____

County: _____

Proposed Excavation Depth: _____

Name of Site Evaluator: _____

Registration Number: _____

REQUIREMENTS:

At least two soil excavations must be performed on the site, at opposite ends of the proposed area. Location of soil boring or dug pits must be shown on the site drawing.

For subsurface disposal, soil evaluations must be performed to a depth of at least two feet below the proposed excavation depth. For surface disposal, the surface horizon must be evaluated.

Describe each soil horizon and identify any restrictive features on the form. Indicate depths where features appear.

SOIL BORING NUMBER

Depth (Feet)	Texture Class	Soil Texture	Structure (For class III-blocky, platy or massive)	Drainage (Mottles/Water Table)	Restrictive Horizon	Observations
0-						
1-						
2-						
3-						
4-						
5-						

SOIL BORING NUMBER

Depth (Feet)	Texture Class	Soil Texture	Structure (For class III-blocky, platy or massive)	Drainage (Mottles/Water Table)	Restrictive Horizon	Observations
0-						
1-						
2-						
3-						
4-						
5-						

I certify that the findings of this report are based on my field observations and are accurate to the best of my ability.

Signature of Site Evaluator

Date

REEVES COUNTY ENGINEER DEPARTMENT

Date: _____

Site Evaluation Number: _____

Applicant Information:

Name: _____

Address: _____

City: _____ State _____

Zip Code: _____

Phone# _____ Fax# _____

Site Evaluator Information:

Name: _____

Address: _____

City: _____ State _____

Zip Code: _____

Phone# _____ Fax# _____

Property Location:

Sec: _____ Block: _____ Subdivision: _____

Street/Road Address: _____

County: _____ Unincorporated Area? Y or N

City: _____ State _____

Additional Information: _____

Installer Information:

Name: _____

Company: _____

Address: _____

City: _____ State _____

Zip Code: _____

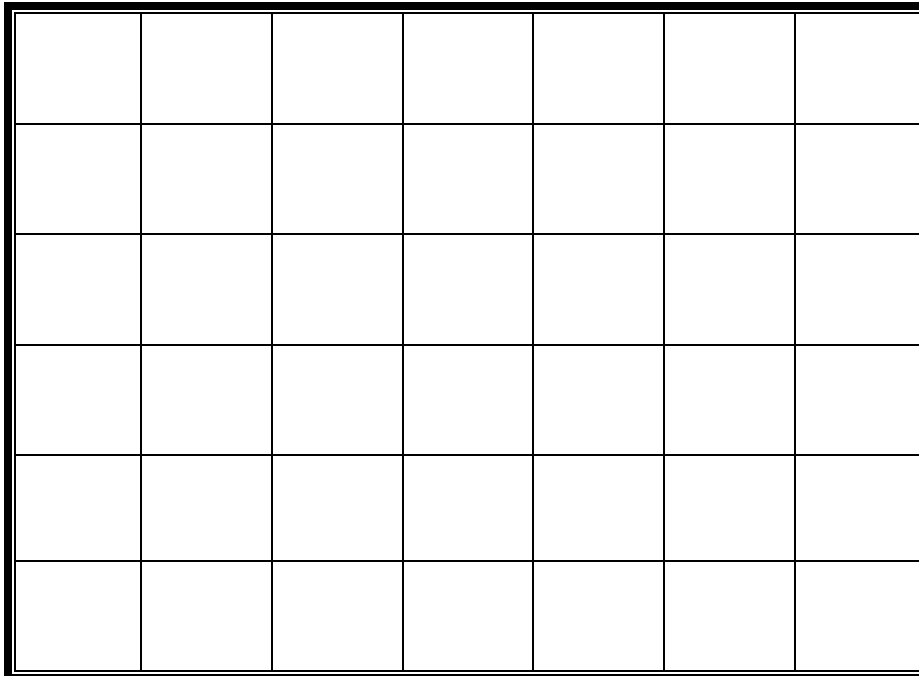
Phone# _____ Fax# _____

Schematic of Lot or Tract

Show:

- * Compass North, adjacent streets, property lines, property dimensions, location of buildings, easements, swimming pools, water lines, and other surface improvements where known (drainage, patios, sidewalks).
- * Location of existing or proposed water wells within 150 feet of property.
- * Indicate slope or provide contour lines from the structure to the farthest location of the proposed soil absorption or irrigation area.
- * Location of soil borings or dug pits (show location with respect to a known reference point)
- * Location of natural, constructed, or proposed drainage ways, (streams, ponds, lakes, rivers, high tide of salt water bodies) water impoundment areas, cut or fill bank, sharp slopes and breaks.

Lot Size: _____ acres



Features of Site Area

Presence of 100 year flood zone Yes No

Presence of adjacent ponds, streams, water impoundments Yes No

Existing or proposed water well in nearby area Yes No

Organized sewage service available to lot or tract Yes No

Site Evaluator: _____

REEVES COUNTY ENGINEER DEPARTMENT

CERTIFICATE OF ON-SITE SEWAGE FACILITY PERMIT APPLICATION APPROVAL

THE STATE OF TEXAS

COUNTY OF REEVES

KNOW ALL MEN BY THESE PRESENTS that I, Reeves County Engineer, registered in the State of Texas, hereby certify that I have reviewed the On-Site Sewage Facilities Permit for this plat, and the same complies with the related requirements of the Reeves County Subdivision Regulations and the TCEQ. Application is complete and meets all requirements. No additional design changes are permitted without written approval of the Reeves County Engineer.

Permit# _____

Reeves County Engineer

Date

License No.: _____

Seal:

[NOTE: The Engineer may be required to be present for questioning at the presentation of the Plat to the Commissioners Court.]

REEVES COUNTY ENGINEER DEPARTMENT

CERTIFICATE OF ON-SITE SEWAGE FACILITY INSPECTOR'S APPROVAL

THE STATE OF TEXAS

COUNTY OF REEVES

KNOW ALL MEN BY THESE PRESENTS that I, Reeves County Engineer, registered in the State of Texas, hereby certify that I have inspected the On-Site Sewage Facilities for this plat, and the same complies with the related requirements of the Reeves County Subdivision Regulations and the TCEQ. Inspection is complete and meets all requirements. No further changes and no additional connections shall be permitted to the approved system without prior design approval by the Reeves County Engineer.

Permit# _____

Reeves County Engineer

Date

License No.: _____

Seal:

[NOTE: The inspector may be required to be present for questioning at the presentation of the Plat to the Commissioners Court.]

PROJECT PHASE: _____
TCDP CONTRACT NO: _____

DESIGNATION: _____
RCHD OSSF NO: _____

**REEVES COUNTY ENGINEER DEPARTMENT
ON-SITE SEWAGE FACILITY
INSPECTION FORM**

Property Owner: _____
Address: _____
Telephone#: _____
Location/Legal: _____

Permit No: _____
Date of Issue: _____
Installer: _____
Address: _____
City _____ State: _____
Phone: _____ License No: _____

Description: _____
Tank Size Required: _____
Percolation Rate: _____ MIN/INCH-
Minimum Trench Bottom Area Required: _____
Installed: _____
Description of Structure: _____
Installed _____

	Y	N		Y	N
A. SEWER					
1. Proper Type Pipe From Structure Disposal System?	___	___	4. Cleanouts Properly Located	___	___
2. Slope of Sewer > 1/4 In/Ft	___	___	5. Metallic Locating Tape Over All Piping to and within disposal area	___	___
3. Is Sewer Line Watertight?	___	___			
B. SEPTIC TANK					
1. Inlet Flow line > 3" above	___	___	7. "T" Provided on Inlet and Outlet	___	___
2. Inlet Liquid penetration > 6"	___	___	8. Type of Tank: _____ Manufacturer's Name: _____		
3. Outlet Liquid Penetration 1/4 TO 1/2 Total Liquid Depth	___	___	9. Is Liquid Depth > 30 in:	___	___
4. Risers provided on Tanks Buried >12 in	___	___	10. Is Tank Water Tight	___	___
5. 2" to 4" Between top of T's and Lid	___	___			
6. Is Septic Tank Properly Located	___	___			
C. DRAINFIELD					
1. Trench Bottom > 12" Lower Than Outlet Flow line	___	___	8. Type & Dimension of Pipe: _____		
2. Trenches < 75 feet long	___	___	9. Proper Barrier Between Gravel and Backfill	___	___
3. Trench Width _____ (Must be < 36")			10. Graveless Pipe, Fabric Cover in Place	___	___
4. Trench Depth _____ (18" - 36")			11. Type of Media: _____		
5. Distance Between Trenches _____			12. Depth of Media: _____		
6. Trench/Pipe Level	___	___			
7. End caps in Place	___	___			

FROM:
Water Well, Underground Cisterns and Pump Suction Pipes
Water Supply Lines and Property Lines
Streams, Ponds & Lakes
Sharp Slopes, Breaks
Foundations, Structures & Surface Improvements
Easement Lines
Soil Absorption Systems
Swimming Pools

TO: SEPTIC TANK DRAINFIELD
50 _____ 150 _____
10 _____ 10 _____
50 _____ 75 _____
5 _____ 50 _____
5 _____ 15 _____
1 _____ 5 _____
5 _____ 20 _____
15 _____ 15 _____

REMARKS: _____
Inspection Conducted By: _____ Date: _____
Approved By: _____ Date: _____

OSSF CONSTRUCTION DETAILS

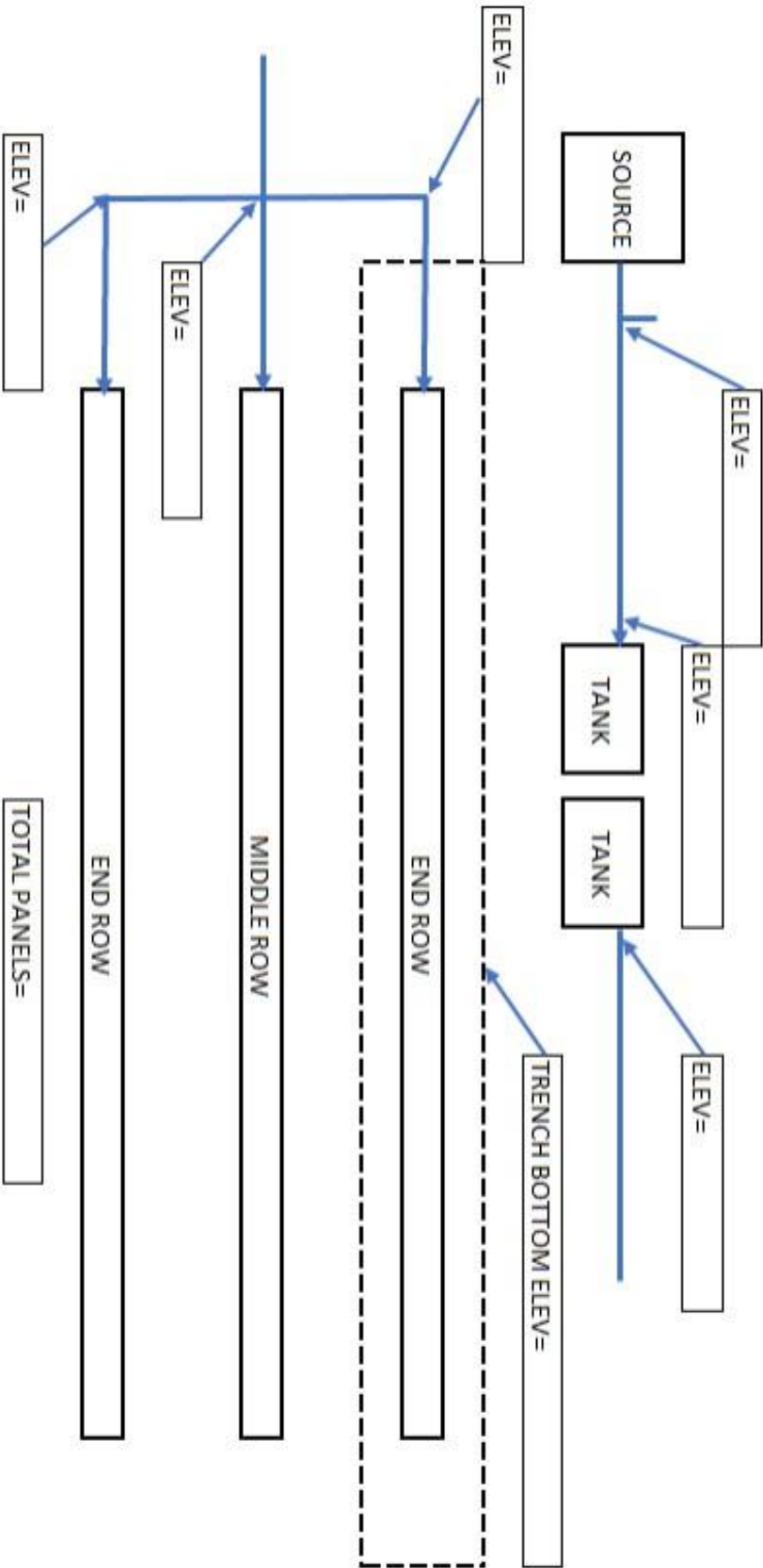
To be filled out by Installer before inspection

Property Owner: _____

Permit #: _____

Site Address: _____

Installer: _____

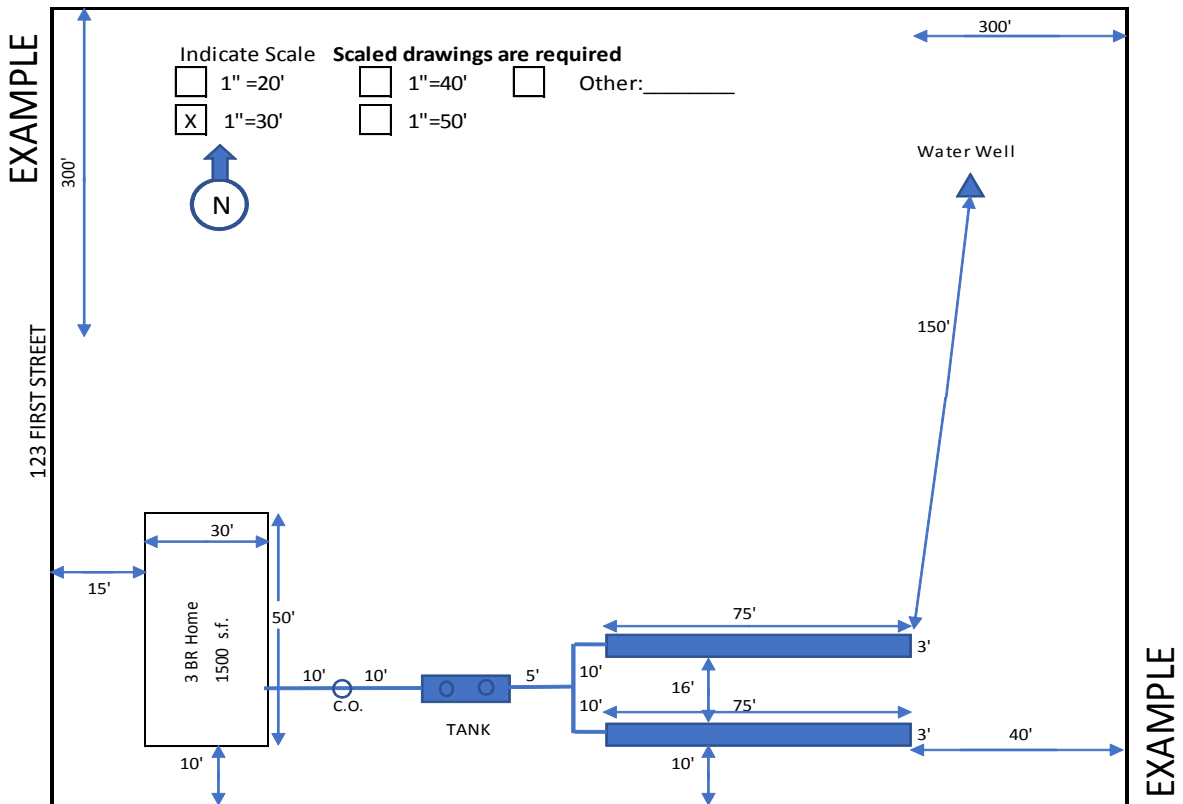


SCHEMATIC EXAMPLE OF TRACT OF LAND

SHOW: Detail plans of OSSF (Use a ruler with a pen or mechanical pencil)

Write legibly, do not cross out mistakes, draw 1 line through the mistake and initial it or redo the drawing.

- Illustrate cleanout
- Lengths of all piping
- Distance between trenches
- Length of trenches
- Distance from site and adjoining water wells to site's proposed septic tank & drainfield, within 300 ft.
- Distance from trench & septic tank to existing and proposed site structures (needs to be at least 5 ft.)
- Distance to all property lines from existing and proposed site structures
- Locations & distances of all easements swimming pools, waterlines, other structure where known or proposed
- Location of natural, constructed or proposed drainage ways, water impoundment areas, cut & fill areas, sharp slopes, and breaks
- Indicate slope or provide contour lines from the structure to the farthest location of the proposed soil absorption or irrigation area
- Illustrate soil test sites
- Illustrate legend
- Block numbers or streets
- Property dimensions (ft.)
- Adjacent streets



(Sewage flow) / (absorption rate) / (absorptive area) x (0.6(leaching chamber efficiency)) = Trench Length

$\frac{Q}{Q}$	÷	$\frac{Ra}{Ra}$	÷	$\frac{AA}{AA}$	multiplied by 0.6** =	$\frac{L}{L}$
300		0.25		5		144 LF
150		5		30		0.75
FT		length of panel		# of panel		Lot Size (in acres):

Q = Gallons per day (sewage flow) **Ra** = Rate of absorption for soil class (Table I)

AA = Absorption Area of soil (typically 3 feet excavation bottom + 1 foot for each sidewall)

Elc = Efficiency allowed when using leaching chambers without water saving devices

L = Trench length needed

** NOTE: Do Not Multiply by 0.6 if doing a soil substitution

Reeves County Clerk

100 E. 4th Street, Suite #101
Pecos, Texas 79772
Phone: (432) 445-5467

Please take note, after the final plat is approved through the Reeves County Commissioners' Court, the County Clerk's Office will need the following in order to complete the process:

- Mylar Plat with **ORIGINAL** seals and signatures (Customer will receive a copy of the plat after it is filed unless otherwise requested. If you would like an original for your records please submit two plats with original seals and signatures to County Engineer.)
- Tax Certificates – County Tax Assessor's Office **and** Appraisal District
- \$120.00 Filing Fee

*After the plat is filed, a copy will be provided to the Reeves County Hospital District, Pecos-Barstow-Toyah Independent School District, Reeves County Appraisal District, and Reeves County Tax Assessor-Collector.

If you have any questions regarding the requirements to submit for recording, please contact the Reeves County Clerk's Office.

Dianne O. Florez
Reeves County Clerk
100 E. 4th Street, Suite #101
Pecos, Texas 79772
Phone: (432) 445-5467