



Amarillo Area Public Health District

Cities of Amarillo, Canyon, the Villages of Timbercreek Canyon, Lake Tanglewood, Palisades, the Town of Bishop Hills, and Potter and Randall County
CITY OF AMARILLO, P. O. Box 1971, Amarillo, TX, 79105-1971

OSSF APPLICATION CHECKLIST

- _____ December 2024 Application completely filled out with ADDRESS, PRAD #, and SIGNED
- _____ December 2024 Site and Soil Evaluation signed
- _____ Scaled Site Plan
 - _____ - Scale and any water lines must be indicated
- _____ Floor Plan with dimensions
- _____ Verify NO New or Pending Installation?

Taken by: _____ Date: _____

New OSSF Application

1. New OSSF application and associated fees
2. All planning materials, according to Chapter 285.5(a).
 - a. A floor plan of the building structure(s) showing all outside dimensions of the building – **the floor plan does NOT need to be to-scale.** All bedroom and other pertinent features (other rooms) must be shown on the floor plan.
 - b. A **scaled site plan** showing the location of the OSSF and all items specified in Chapter 285.30(b) relating to the Site Evaluation and Chapter 285.91(10) Table X relating to all pertinent features. **This site plan must be to-scale.** Pertinent features include items such as but not limited to, all surface waters (to include Flood Plain and Floodway Information), private and public wells, potable and non-potable water lines, OSSF system components, ditches or swales, property slope, swimming pools, easements, concrete pads, sidewalks, driveways, and a North-arrow for spatial reference.
 - c. If the property is too large to fit on a single sheet of paper, a Vicinity Map can be placed in the upper left corner to reference the location of the scale drawing
 - d. A legal description of the property where an OSSF is to be installed showing all easements, right-of-ways, etc.

Existing OSSF Application

1. Existing OSSF application and associated fees
2. All planning materials, according to Chapter 285.5(a).
 - a. A floor plan of the building structure(s) showing all outside dimensions of the building – **the floor plan does NOT need to be to-scale.** All bedroom(s) and other pertinent features (other rooms) must be shown on the floor plan.
 - b. A site plan showing the location of the OSSF and all items specified in Chapter 285.30(b) relating to the Site Evaluation and Chapter 285.91(10) Table X relating to all pertinent features. **This site plan does NOT have to be to-scale.** Pertinent features include items such as but not limited to, all surface waters (to include Flood Plain and Floodway Information), private and public wells, potable and non-potable water lines, OSSF system components, ditches or swales, property slope, swimming pools, easements, concrete pads, sidewalks, driveways, and a North-arrow for spatial reference. Our department may have an old site plan on file that may have some or all the information required. A professional survey may also aid in the development of the site plan.
 - c. A legal description of the property where an OSSF located showing all easements, right- of-ways, etc.