

Instructions for Submitting an On-Site Sewage Facility (OSSF) Online Application

Williamson County is now accepting and processing OSSF applications online through My Government Online. The OSSF office is no longer accepting paper applications, or applications sent in by email. Please contact the Dept. of Infrastructure’s main office at 512.943.3330 for questions or assistance.



Submit OSSF Applications online at www.mygovernmentonline.org

Before Applying: All applications must have a valid site address, the applicant should know the flood zone and EARZ determinations of the property, and the required application documents must be uploaded at the time of submittal. For assistance in collecting this information:

- **Site Address:** Contact the Williamson County (911) Addressing office at 512.943.3708 or email addressing@wilco.org to verify or obtain a site address.
- **Flood Zone & EARZ:** For assistance in determining if a property is within a flood zone or the Edwards Aquifer Recharge Zone (EARZ), please call 512.943.3330.
- **Application Documents:** Please review the Application Requirements Checklist to see which documents are to be uploaded at the time of application submittal.

Creating an Account: On the MGO homepage, create an account by selecting the “Create Account” link in the upper right-hand corner of the page.

Starting a New Application: Log in to your MGO account, then hover over the “Permits & Licensing” button in the upper left-hand corner, finally choose the “Apply Online” link from the drop-down menu.

Property Information: A property’s legal description can typically be found on the Warranty Deed. If the property is located within a recorded subdivision the legal description will include the subdivision name, lot number, block, and section number. If the property is not located within a recorded subdivision the amount of acreage, survey name, and the abstract number will serve as the legal description.

Commercial Applications: Commercial structures include everything but a single-family residence. Structures located in the Edwards Aquifer Recharge Zone (EARZ) must complete a water pollution abatement plan with the Texas Commission on Environmental Quality (TCEQ) before authorization to construct the OSSF can be granted. See TCEQ’s Williamson County EARZ map to determine if a WPAP is required, link below.

Payment: Once the online application has been deemed administratively correct by the Dept. of Infrastructure, payment is required to begin the review process. An invoice will automatically be emailed to the applicant, and the application fees can be paid online via MGO, or by contacting the Dept. of Infrastructure’s main office at 512.943.3330. See the MGO Online Payments page for further instructions.

OSSF Application Fees	
Residential:	
Conventional OSSF	\$510.00
Non-Conventional/Non-ATU OSSF	\$610.00
Aerobic OSSF	\$710.00
Commercial:	
Commercial Non-Aerobic OSSF	\$810.00
Commercial Aerobic (ATU) OSSF	\$910.00

Other Information and Contacts:

OSSF Website
www.wilco.com/ossf

TCEQ Contact
 Edwards Group Regional Office: 512.339.2929

TCEQ Williamson County EARZ Map
www.tceq.texas.gov/gis/edwards-viewer.html

On-Site Sewage Facility (OSSF) Application Requirements Checklist

Williamson County is now accepting and processing OSSF applications online through My Government Online. The OSSF office is no longer accepting paper applications, or applications sent in by email. Please contact the Dept. of Infrastructure's main office at 512.943.3330 for questions or assistance.

All OSSF applications require the following documents to be uploaded at the time of submittal:

Warranty Deed: Contact the Williamson County Clerk's office at 512.943.1515 to obtain a copy of the property's Warranty Deed.

Permit Authorization Form: Applicants who are not the property owner must have an authorization letter signed by the property owner permitting them to apply on the owner's behalf. Visit www.wilco.org/ossf and go to the OSSF Docs & Forms Index for a blank form.

Survey of the property if not within a recorded subdivision.

- If not within a recorded subdivision, contact Williamson County Land Development (512.943.3330) for a legal lot determination

OSSF Design

- Contact ossf@wilco.org for a courtesy list of OSSF designers in the area.
- Homeowners can design certain OSSF systems, email ossf@wilco.org for more information. **Note:** Proprietary, or non-standard or designs over the Edwards Aquifer Recharge Zone or in the 100-year floodplain must be submitted by a Texas Registered Sanitarian or Texas Professional Engineer. (30 TAC Sec. 285.4).

OSSF Soil Evaluation: Please upload a separate copy of the soil evaluation report from the OSSF Design.

OSSF Site Plan: Please upload a separate copy of just the site plan overview map from the OSSF Design.

Additional Requirements for Aerobic/Routine Maintenance OSSF Systems:

Maintenance Contract: If aerobic or requiring routine maintenance, include a copy of the maintenance contract signed by both the property owner and maintenance provider.

Aerobic Affidavit: If aerobic or requiring routine maintenance, include a copy of the aerobic affidavit stamped with a document number or filing verification by the County Clerk's office. This affidavit must be signed by the property owner. Visit www.wilco.org/ossf and go to the OSSF Docs & Forms Index for a blank affidavit with filing instructions.

Additional Requirements for Commercial OSSF Applications:

Commercial applications will require the completion of a Commercial Questionnaire now included in the online application form.

Before approval of commercial OSSF plans over the Edwards Aquifer Recharge Zone, a copy of an approved water pollution abatement plan (WPAP) from the Texas Commission on Environmental Quality (TCEQ) is required (30 TAC Sec. 285.7).

Online Payment Instructions for On-Site Sewage Facility (OSSF) Applications

Once the online OSSF application has been approved by the Dept. of Infrastructure, payment is required to begin the review process. An invoice will automatically be emailed to the applicant upon approval, and the application fees can be paid online via My Government Online.



Online Payment Instructions:

1. Log in to your account at www.mygovernmentonline.org
2. Select the “My Account” link at the top right hand of the page
*If using a mobile device or cell phone find the menu button with three horizontal lines (☰), then select “See My Account”
3. Scroll down to the My Permits section
4. Find the application needing payment, then select “View Permit” on the left side of the page
5. Select the “Payments” tab
6. Scroll down to the payment section to Pay Online via the payment portal
*If the account has multiple applications any outstanding payments will automatically be selected, please de-select or uncheck any balances you are not wanting to pay at this time.

For technical assistance please contact My Government Online at 866.957.3764.