



City of Richwood

1800 Brazosport Blvd.
Richwood, TX 77531
Phone (979)265-2082
Fax (979)265-7345

New Residential Permitting

The information needed for a permit to be issued is:

1. Building plans (including Electrical, Plumbing, Mechanical)
Must be engineered approved.
2. Setback Requirements, signed and notarized
3. Plot plan
4. Elevation certificate (plus slab elevation certificate if in flood zone)
5. WPI-1 (windstorm application)
6. Construction Site Notice (one of the following)
 - A. Small construction site notice
 - B. Large construction site notice
 1. Notice of intent*** (only if submitting Large Construction Site Notice)
7. SWP3 (storm water pollution prevention plan)
(plot plan w/runoff and sediment controls drawn in)
8. SWPAF (storm water permit application form)
9. Oakwood Shores - ARC approval letter (if applicable)
10. Flood plain Development Permit (if applicable)
11. TCEQ Authorization to Construct On Site Sewage Facility (Oakwood Shores)
12. Application for water service

All required information will need to be submitted, a lack of required information will result in a delay of your permitting. Please allow up to seven days for your permit to be approved.

**#6 – 8 Information on these can be found by visiting the Brazoria County Stormwater Quality Coalition website at www.ms4web.com/bcswqc

**If property is located in a flood hazard area you must submit an application for Floodplain Development Permit.

***NOI – Must be filed with state and copy of receipt turned in to the City.



Rich in History - Focused on the Future

City of Richwood

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November 21, 2013

Effective beginning January 1, 2014

New Residential Construction:

A plan check fee of \$50.00 for new residential construction will be due when the permit is submitted for review to the City of Richwood.

New Commercial Construction:

A plan check fee of \$250.00 for new commercial construction will be due when the permit is submitted for review to the City of Richwood.

Thank you,
Kenny Williams
Public Works Director



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RESIDENTIAL BUILDING PERMIT APPLICATION

Permit # _____ Project Address: _____

Block: _____ Lot: _____ Section: _____ Subdivision: _____

Owner _____ Address _____ Phone Number _____

Contractor _____ Address _____ Phone Number _____

Type of Construction: _____ Occupancy Group: _____

Total Sq. Ft: _____ No. of Stories: _____

Use Zone: _____

Class of Work: New _____ Addition _____ Alteration _____ Repair _____

Description of Work: _____

Value of Work: _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. This permit becomes null and void if work or construction authorized is not commenced within six months or if construction or work is suspended or abandoned for a period of one year at any time after work is commenced.

Signature: _____ Date: _____

Permit Fee: _____

Date paid: _____

Plan reviewed by: _____



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ELECTRICAL PERMIT APPLICATION

Permit # _____ Project Address: _____

Block: _____ Lot: _____ Section: _____ Subdivision: _____

Owner _____ Address _____ Phone Number _____

Contractor _____ Address _____ Phone Number _____

Master Electrician's Name: _____ License #: _____

Description of Work: _____

ITEMS	COST	QUANTITY	TOTAL
Base Permit Fee	\$20.00		\$20.00
Meter Loop & Service	\$7.50		
Temporary Pole	\$7.50		
Outlets over four	\$.50		
Lighting Fixtures	\$.50		
Ranges	\$1.00		
Clothes Dryer	\$1.00		
Water Heater(s)	\$1.00		
Cooking Top	\$1.00		
Garbage Disposals	\$1.00		
Dishwasher(s)	\$1.00		
Smoke Detectors	\$1.00		

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. This permit becomes null and void if work or construction authorized is not commenced within six months or if construction or work is suspended or abandoned for a period of one year at any time after work is commenced.

Signature: _____ Date: _____

Permit Fee: _____ Date paid: _____

Plan reviewed by: _____



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PLUMBING PERMIT APPLICATION

Permit # _____ Project Address: _____

Owner _____ Address _____ Phone Number _____

Contractor _____ Address _____ Phone Number _____

Master Plumber Name: _____ License #: _____

Description of Work: _____

ITEMS	COST	QUANTITY	TOTAL
Base Permit Fee	\$20.00		\$20.00
Plumbing Fixtures	\$2.50		
Water Heater(s)	\$2.50		
Water Piping	\$5.00		
Sewer/Septic Tank	\$5.00		
Gas outlet(s)	\$3.00		

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. This permit becomes null and void if work or construction authorized is not commenced within six months or if construction or work is suspended or abandoned for a period of one year at any time after work is commenced.

Signature: _____ Date: _____

Permit Fee: _____

Date paid: _____

Plan reviewed by: _____



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MECHANICAL PERMIT APPLICATION

Permit # _____ Project Address: _____

Owner _____ Address _____ Phone Number _____

Contractor _____ Address _____ Phone Number _____

HVAC License Holder: _____ License #: _____

Description of Work: _____

Value of Work: _____

Base Fee	\$20.00	
Each 0 to 5 ton	\$5.00	_____
Each greater than 5 ton to 10 ton	\$7.50	_____
Each greater than 10 ton to 50 ton	\$10.00	_____
Each greater than 50 ton and up	\$15.00	_____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. This permit becomes null and void if work or construction authorized is not commenced within six months or if construction or work is suspended or abandoned for a period of one year at any time after work is commenced.

Signature: _____ Date: _____

Permit Fee: _____

Date paid: _____

Plan reviewed by: _____



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PERMIT TIME LIMITS – EXPIRATION – RENEWALS

Permits shall expire one year from the date of issue, whether or not construction has been initiated.

Permits shall expire if the permit holder fails to request and pass a required inspection during any six month period.

Initial permit time limits for commercial construction will be determined on a case by case basis by the Public Works Director.

The Public Works Director is authorized to grant no more than one permit extension, not to exceed 180 days.

Requests for permit extension must be made to the Public Works Director prior to permit expiration, must be in writing and shall show justifiable cause for the extension.

No inspections shall be made on any site with an expired permit, nor will any Certificate of Occupancy be issued for an expired permit.

Permit renewal fees are payable at City Hall and are assessed based on the percentage of work completed.

Renewal of building permits does not automatically renew any expired permit associated with the building permit, including but not limited to the electrical, mechanical or plumbing permits.

If subcontractors different from the original permitting subcontractors are to complete the project, new permits must be obtained and the subcontractor must be registered with the City.

INSPECTION FEES:

If an inspection fails for any reason a second time, a reinspection fee of \$25 will be charged for each subsequent inspection.



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Process for culvert setting

1. ALL DRIVEWAYS AT OAKWOOD SHORES MUST BE MINIMUM 20' WIDE
2. Purchase culverts and have them delivered to your property
3. Mark with stakes/paint where you want them to be set
4. Order material for driveway
5. Call the city with your information.

****THE CITY MUST VERIFY THAT THE CULVERTS ARE ON SITE BEFORE THE REQUEST IS TURNED IN TO THE COUNTY – NO EXCEPTIONS.**

PLEASE DO NOT PLACE YOUR TEMPORARY DRIVEWAY WHERE YOU WANT YOUR PERMANENT DRIVEWAY - THE COUNTY WILL NOT REMOVE THE EXISTING TEMPORARY CULVERTS TO PLACE THE PERMANENT DRIVE IN THE SAME LOCATION

Once verified, we will email the county to get it on their agenda.

The county will use what dirt they have removed for the culverts and place it on top of them. If you want something like stabilized sand/crushed concrete to be put on top, then you will need to order it from your preferred sand company.

The City does not require you to put cement stabilized sand under your culverts when they are set. It is recommended for subdivisions like Oakwood Shores because the weight of the construction trucks driving over your driveway will cause the culverts to shift and crack. If this happens the county will have to go back out and reset them.

If you choose to have material put down, you will need to call the sand company, place a credit card on file and let them know that the county will come out and pick it up. You will need to call the city with your name, address, phone number and whom you purchased the sand from. We will then email the county and let them know you are requesting culverts to be set.

Culverts being set on a street that intersects with a county road will have to be approved in County Commissioner's Court (all of Oakwood Shores). They meet twice a month and your request must be emailed in one week prior to their meeting, so that it can be placed on the agenda. Once approved it will take a couple of weeks or so for the work to be done, weather permitting. The county will call you and let you know.



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STORM WATER PERMITTING

Builder can go to www.ms4web.com/bcswqc, Brazoria County Storm Water Quality Coalition website to find out information on obtaining a storm water permit.

The builder will need to submit the appropriate notices/permits to the City of Richwood, based upon the size of the land being developed.

If the site is **less than five acres** the builder will need to submit to the City the following;

1. Small Construction Site Notice
2. SWP3 (Storm Water Pollution Prevention Plan)
3. SWPA (Storm Water Permit Application Form)

This information will need to be turned in along with your building plans. When your permits are ready you will pay the appropriate building permit fees along with the \$45.00 per acre fee for the SWPA.

If the site is in a subdivision that is **larger than five acres** the builder will need to submit to the City the following:

1. Large Construction Site Notice
2. NOI (Notice of Intent)
3. SWP3 (Storm Water Pollution Prevention Plan)
4. SWPA (Storm Water Permit Application Form)

This information will need to be turned in along with your building plans. When your permits are ready you will pay the appropriate building permit fees along with the \$45.00 per acre fee for the SWPA.

More information can be found at the TCEQ website:

www.tceq.state.tx.us/goto/wq_construction/



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11/26/12

Clarification on the NOI – Storm Water Permitting

Per TCEQ Storm Water Permitting

The Notice of Intent (NOI) can be used for the entire subdivision as long as the Project/Site Information **does not** list a specific address. It will need to list only the subdivision name, such as Oakwood Shores. If the NOI has a specific site address on it, it will only be able to be used on that specific site address and you will be required to apply for a new NOI for every additional house built in that subdivision.

The permit term is March 5th to March 5th. The current permit term expires on March 5, 2013. You will need to apply for and pay for a new permit covering the next five years. The permit will need to be renewed every five years on/around March 5th.

Current permit period – March 5, 2013 to March 5, 2018

Jennifer Beaty
PW Administrative Assistant



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EFFECTIVE MAY 22, 2013 – UPDATED JULY 2, 2013

Before any building or any disturbance of property takes place, you must be in compliance with the City of Richwood/BCSWQC regulations. The following must be done BEFORE work is started or a stop work order will be issued for your property and you may be fined.

Oakwood Shore Subdivision:

1. Storm Water Pollution Prevention Plan must be posted at the site and remain at the site during the entire building process.
2. The protective measure you use must be installed properly and put up BEFORE any work is done. If you are using a vegetative buffer you must maintain it during the entire building process. Do not drive through this area or cause any type of disturbance to it. If this area gets disturbed then you will have to put up silt fencing and any silt fencing installed will need to be installed properly.
3. Rock must be installed on top of the driveway extending from roadway into the property ten feet. This is to keep the dirt from the property off of the road.
4. Site must have an enclosed trash/debris containment area set up BEFORE work is started. This must be maintained until job completion.

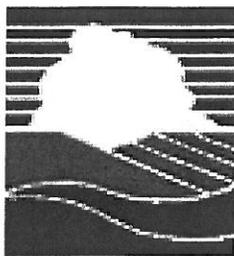
Brazos Crossing/Audubon Wood Subdivisions I, II, III:

1. Storm Water Pollution Prevention Plan must be posted at the site and remain at the site during the entire building process.
2. Silt fencing is required to be used as your control measure in these subdivisions. The silt fencing must be installed BEFORE work is started and must be installed properly and maintained during the entire building process.
3. Site must have an enclosed trash/debris containment area set up BEFORE work is started. This must be maintained until job completion.

Any violations of the storm water regulations will result in the issuance of a stop work order notice, delay of inspections and possible fines.

If you have any questions, please call and speak with Kenny Williams or Jennifer Beaty.

Thank you for your cooperation.



SMALL CONSTRUCTION SITE NOTICE

FOR THE

Texas Commission on Environmental Quality (TCEQ)
Storm Water Program

TPDES GENERAL PERMIT TXR150000

The following information is posted in compliance with **Part II.E.2.** of the TCEQ General Permit Number TXR150000 for discharges of storm water runoff from small construction sites. Additional information regarding the TCEQ storm water permit program may be found on the internet at:

http://www.tceq.state.tx.us/nav/permits/wq_construction.html

Operator Name:	
Contact Name and Phone Number:	
Project Description: <i>Physical address or description of the site's location, estimated start date and projected end date, or date that disturbed soils will be stabilized</i>	
Location of Storm Water Pollution Prevention Plan:	

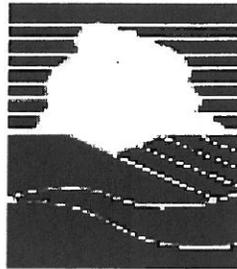
For Small Construction Activities Authorized Under Part II.E.2. (Obtaining Authorization to Discharge) the following certification must be completed:

I _____ (Typed or Printed Name Person Completing This Certification) certify under penalty of law that I have read and understand the eligibility requirements for claiming an authorization under Part II.E.2. of TPDES General Permit TXR150000 and agree to comply with the terms of this permit. A storm water pollution prevention plan has been developed and will be implemented prior to construction, according to permit requirements. A copy of this signed notice is supplied to the operator of the MS4 if discharges enter an MS4. I am aware there are significant penalties for providing false information or for conducting unauthorized discharges, including the possibility of fine and imprisonment for knowing violations.

Signature and Title _____ Date _____

Date Notice Removed
MS4 operator notified per Part II.F.3.

Attachment 4



LARGE CONSTRUCTION SITE NOTICE

FOR THE
Texas Commission on Environmental Quality (TCEQ)
Storm Water Program
TPDES GENERAL PERMIT TXR150000

“PRIMARY OPERATOR” NOTICE

This notice applies to construction sites operating under Part II.E.3. of the TPDES General Permit Number TXR150000 for discharges of storm water runoff from construction sites equal to or greater than five acres, including the larger common plan of development. The information on this notice is required in Part III.E.2. of the general permit. This notice shall be posted along with a copy of the signed Notice of Intent (NOI), as applicable. Additional information regarding the TCEQ storm water permit program may be found on the internet at: http://www.tceq.state.tx.us/nav/permits/sw_permits.html

Site-Specific TPDES Authorization Number:	
Operator Name:	
Contact Name and Phone Number:	
Project Description: <i>Physical address or description of the site's location, and estimated start date and projected end date, or date that disturbed soils will be stabilized.</i>	
Location of Storm Water Pollution Prevention Plan:	

**Storm Water Permit Application Form
City of Richwood**

Database ID:		Tracking ID:	
Application Date:			
Construction Site:			
Site Address:			
Site Owner Information			
Owner Name:			
Owner Address:			
Owner City/State/Zip:			
Owner Contact:			
Owner Phone:			
Owner Fax:			
Owner Cell Phone:			
Site Operator Information			
Operator Name:			
Operator Address:			
Operator City/State/Zip:			
Operator Contact:			
Operator Phone:			
Operator Fax:			
Operator Cell Phone:			
Construction Schedule			
Expected Start Date:			
Expected Completion Date:			
Acreage and Fee Calculations			
Total Site Acreage:			
Total Fee Units *			
Fee (Total Fee Units X \$45)			
Stormwater Quality Plan Summary			
Site Description			
Type of Construction:			
Total Site Acreage:			
Land Disturbance Acreage:			
Pre-construction Runoff Coefficient:			
Post-construction Runoff Coefficient:			
Temporary Sediment Controls (Check the boxes that apply)			
Filter Fabric (Silt) Fences	<input type="checkbox"/>	Hay Bales	<input type="checkbox"/>
Inlet Protection	<input type="checkbox"/>	Dikes or Swales	<input type="checkbox"/>
Stabilized Entrances and Exits	<input type="checkbox"/>	Vegetative Buffer	<input type="checkbox"/>
Grassy Swales	<input type="checkbox"/>	Rock Filter Dam	<input type="checkbox"/>
Rock Gabions	<input type="checkbox"/>	Other _____	<input type="checkbox"/>
Erosions and Stabilization Practices (Check the boxes that apply)			
Hydromulch Seeding	<input type="checkbox"/>	Sodding	<input type="checkbox"/>
Mulching	<input type="checkbox"/>	Temporary Seeding	<input type="checkbox"/>
Paving	<input type="checkbox"/>	Other _____	<input type="checkbox"/>
Structural Controls (Only required for drainage areas greater 10 acres)			
Temporary Sediment Ponds	<input type="checkbox"/>	Temporary Sediment Traps	<input type="checkbox"/>
Alternate Perimeter Controls	<input type="checkbox"/>	Other _____	<input type="checkbox"/>
Permanent Controls (Only required for construction sites resulting in at least 1 acre of new impervious surface area)			
On-Site Detention (Dry or Wet)	<input type="checkbox"/>	Vegetated Swales	<input type="checkbox"/>
Low Impact Development	<input type="checkbox"/>	Low Velocity Drainage Channels	<input type="checkbox"/>
Regional Detention	<input type="checkbox"/>	Post-Construction Peak Flow equals Pre-Construction Peak Flow	<input type="checkbox"/>

*Fee units are equal to the number of acres rounded up to the next whole number. (Example: 2.3 acres equals 3 fee units)

FLOODPLAIN DEVELOPMENT PERMIT

Richwood, Texas

Section 1 – Application

Date: _____

Applicant's Name: _____

Applicant's Signature: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone No.: () _____ Work Phone No.: () _____

Physical Location of Site: _____

Brief Description of Project: _____

Required Attachments: (1) Plans showing location, dimensions, and elevations of lowest floors of proposed project; (2) Engineer's or Architect's certification of floodproofing of non-residential structures; (3) information relative to any waterway alteration; and (4) other information as requested by the Floodplain Administrator in writing.

Section 2 – Exemption

This project is determined to lie outside of the 100-year floodplain and thus is exempted from the County's "Flood Damage Prevention Order." (*Warning: This determination was made using F.I.A. and U.S.G.S. maps with limited accuracies; the undersigned is responsible only for interpretation of available data.*)

Date: _____

Floodplain Administrator or Designated Assistant

Section 3 – Permit**

This project is determined to lie within the 100-year floodplain and must be flood-proofed to an elevation of _____ feet above mean sea level and shall conform to the attached requirements contained in the "Flood Damage Prevention.", Chapter 7 of the Richwood Code of Ordinances. (*Warning: This determination was made using F.I.A. and U.S.G.S. maps with limited accuracies; the undersigned is responsible only for interpretation of available data.*)

Date: _____

Floodplain Administrator or Designated Assistant

Section 4 – Permit Denied

Permit to proceed with this project is denied for the following reason(s):

Date: _____

Floodplain Administrator or Designated Assistant

**** Applicant shall furnish an elevation certificate within 10 business days of completion of foundation construction.**

Fee Paid (amount): \$ _____

Check #: _____

Receipt #: _____

Floodplain Development

Structures within the Special Flood Hazard Area (SFHA) in a community participating in the National Flood Insurance Program (NFIP) are subject to floodplain management regulations that impact building standards and are designed to minimize flood risk. In addition to federal standards, the City of Richwood has ordinances in place which further govern development within the SFHA. These standards apply to new structures and to substantial improvements within existing structures. The City defines a substantial improvement as any reconstruction, rehabilitation, or addition to an existing structure, the cost of which exceeds 50 percent of the structure's appraised or market value (whichever the builder chooses to use).

Key components of Floodplain Development:

- A Floodplain Development Permit is required for all work in the floodplain.
- A post construction finished floor Elevation Certificate is required for structures within the SFHA. This certification must be made by a Texas Registered Professional Surveyor, Engineer or Architect.
- The Finished Floor (lowest floor - including basement floor) elevation of structures within the SFHA must be a minimum of 2.8 feet above the Base Flood Elevation (BFE). A Base Flood Elevation can typically be provided by Public Works. In some cases, a BFE cannot be determined due to lack of hydraulic data.

Floodplain Development Permit

Any activity performed in the floodplain must have a Floodplain Development Permit. This includes grading, filling, residential construction and commercial construction.

To obtain a permit, you must complete a Floodplain Permit application. Applications can be picked up at City Hall. Complete and return the form to City Hall along with plans showing the location, dimensions, and elevations of the lowest floors of proposed project, Engineer's or Architect's certification of floodproofing of non-residential structures, information relative to any waterway alteration and any other information as requested by the Floodplain Administrator in writing.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Region 12
5425 Polk Ave., Suite H
Houston, TX 77023
713/767-3650

APPLICATION REQUIREMENTS FOR ON-SITE SEWAGE FACILITY PERMITS

SINGLE FAMILY DWELLING, FEE: \$210.00

ALL OTHER TYPE FACILITIES, FEE: \$410.00
(Commercial, multi-unit residential developments)

- Obtain an application from the TCEQ regional office.
- A licensed site evaluator must conduct a complete site evaluation.
A detailed report, documenting the results of the soil and site conditions, must be submitted.
- Have planning materials prepared by the required individual.
Standard systems may be prepared by the owner or the installer.
Non-standard and proprietary systems must be prepared by a professional engineer or a professional sanitarian.
- Submit completed application and technical information sheet.
Remit the appropriate fee and two copies each of the following:
site evaluation results; all planning materials; a recorded affidavit (if required); a signed maintenance contract (if required). Directions to the site should also be included.
- The application and planning materials will be reviewed by TCEQ staff.
Non-standard planning materials may be reviewed by TCEQ central office staff in Austin.
- If approved, an Authorization to Construct will be issued.
The Authorization to Construct is valid for one year from the date of issuance.
- The installer must notify the TCEQ regional office at least five working days before the date of the construction inspection.
All excavations must be left open until the inspection has been completed.
- If the installation is approved, a Notice of Approval will be issued to the owner within seven days.
- NOTE: A reinspection fee equal to ½ the permit fee must be paid by the installer for each time the system must be reinspected. All fees must be paid before a Notice of Approval will be issued.

ALL FEES ARE NON-REFUNDABLE AND MUST BE PAID BY CHECK OR MONEY ORDER. CASH WILL NOT BE ACCEPTED.

PAYMENTS MUST BE MADE PAYABLE TO THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY.



Texas Commission on Environmental Quality
APPLICATION FOR ON-SITE SEWAGE FACILITY
NEW CONSTRUCTION

TCEQ USE ONLY
APPLICATION NO.
DATE
AMOUNT

TCEQ REGION NUMBER

COUNTY OF INSTALLATION

- 1. PROPERTY OWNER'S NAME: (Last) (First) (Middle)
2. CURRENT MAILING ADDRESS:
3. DAYTIME TELEPHONE NO.: ()
4. 911 SITE ADDRESS:
5. LEGAL DESCRIPTION: Sec. Block Lot Plat Date
SUBDIVISION:
OTHER THAN SUBDIVISION: Acreage: Survey Name:
Abstract Name/No.:
6. PHYSICAL LOCATION/ DIRECTIONS TO SITE:
7. SOURCE OF WATER: Private Well Public Water Supply (Name of Supplier)
8. SINGLE FAMILY RESIDENCE: No. of Bedrooms Living Area (ft^2)
9. COMMERCIAL/INSTITUTIONAL (including multi-family residences) TYPE:
NO. OF EMPLOYEES/OCCUPANTS/UNITS: DAYS OCCUPIED PER WEEK:
10. SITE EVALUATOR: LICENSE NO.
PHONE NO.:
11. DESIGNER: LICENSE NO. (PE or RS)
PHONE NO.:
12. INSTALLER: LICENSE NO.
PHONE NO.:

I certify that the above statements are true and correct to the best of my knowledge. Authorization is hereby given to the Texas Commission on Environmental Quality to enter upon the above described property for the purpose of soil/site evaluation and investigation of an on-site sewage facility.

If you have questions on how to fill out this form or about the on-site sewage facility program, please contact us at your local regional office or at 512/239-0914. Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512/239-3282.

(SIGNATURE OF OWNER)

(DATE)

Texas Commission on Environmental Quality

ON-SITE SEWAGE FACILITY
TECHNICAL INFORMATION FOR PERMIT

APPLICATION # _____

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

OWNER'S NAME: _____ COUNTY: _____

Professional design required?: [] Yes [] No If yes, professional design attached: [] Yes [] No

I. SEWER (House drain):

TYPE AND SIZE OF PIPE: _____ SLOPE OF SEWER PIPE TO TANK: _____

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

WATER SAVING DEVICES: [] Yes [] No

III. TREATMENT UNIT: [] Septic Tank [] Aerobic Unit

- A. • TANK DIMENSIONS: _____ • LIQUID DEPTH (BOTTOM OF TANK TO OUTLET): _____
• SIZE REQUIRED: _____ • SIZE PROPOSED: _____
• MANUFACTURER : _____ • MATERIAL/MODEL #: _____
• PRETREATMENT TANK : [] Yes SIZE : _____ (gal) [] No [] NA

B. OTHER: _____
(Please attach description)

IV. DISPOSAL SYSTEM: TYPE: _____

- AREA REQUIRED: _____ • AREA PROPOSED : _____

V. ADDITIONAL INFORMATION:

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

- A. SOIL/SITE EVALUATION
B. PLANNING MATERIALS

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

DESIGNER'S SIGNATURE

LICENSE NO.

DATE

THE COUNTY OF _____
STATE OF TEXAS

AFFIDAVIT TO THE PUBLIC

According to Texas Commission on Environmental Quality (TCEQ) Rules for On-Site Sewage Facilities (OSSFs), this document is filed in the Deed Records of _____ County, Texas.

I

The Texas Health and Safety Code, Chapter 366 authorizes the Texas Commission on Environmental Quality (commission) to regulate on-site sewage facilities (OSSFs). Additionally, the Texas Water Code (TWC), §5.012 and §5.013, gives the commission primary responsibility for implementing the laws of the State of Texas relating to water and adopting rules necessary to carry out its powers and duties under the TWC. The commission, under the authority of the TWC and the Texas Health and Safety Code, requires owners to provide notice to the public that certain types of OSSFs are located on specific pieces of property. To achieve this notice, the commission requires a recorded affidavit. Additionally, the owner must provide proof of the recording to the OSSF permitting authority. This recorded affidavit is not a representation or warranty by the commission of the suitability of this OSSF, nor does it constitute any guarantee by the commission that the appropriate OSSF was installed.

II

An OSSF requiring a maintenance contract, according to 30 Texas Administrative Code 285.91(12) will be installed on the property described as (insert legal description):

The property is owned by (insert owner's full name)

This OSSF shall be covered by a continuous service policy for the first two years. After the initial two-year service policy, the owner of an aerobic treatment system for a single family residence shall either obtain a maintenance contract within 30 days or maintain the system personally.

Upon sale or transfer of the above-described property, the permit for the OSSF shall be transferred to the buyer or new owner. A copy of the planning materials for the OSSF may be obtained from the TCEQ.

WITNESS BY HAND(S) ON THIS _____ DAY OF _____, _____.

Owner(s) signature(s)

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS _____ DAY OF _____, _____.

Notary Public, State of Texas
Notary's Printed Name:

My Commission Expires:

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

SITE EVALUATION AND PLANNING MATERIALS FOR AN ON-SITE SEWAGE FACILITY

**The following information must be submitted with the design package for review by the TCEQ.
Failure to include or address all of the following items may result in approval delays.**

Application No. _____

Applicant/Site Information		Site Evaluator Information	
Name		Name	
Address		Address	
City, State, Zip		City, State, Zip	
Phone No.		Phone No.	
County		License No.	

Additional information:

SITE EVALUATION: A minimum of two soil borings or backhoe pits must be excavated at opposite ends of the proposed disposal area. The borings or pits must be excavated to a depth of two feet below the proposed excavation, or to a restrictive horizon, whichever is less. The boring or pit locations must be indicated. This report shall include a groundwater evaluation, a surface drainage analysis, and all applicable minimum separation requirements.

PLANNING MATERIALS: The proposed treatment and disposal system shall be prepared based on the site evaluation. The submittal requirements must include the following details.

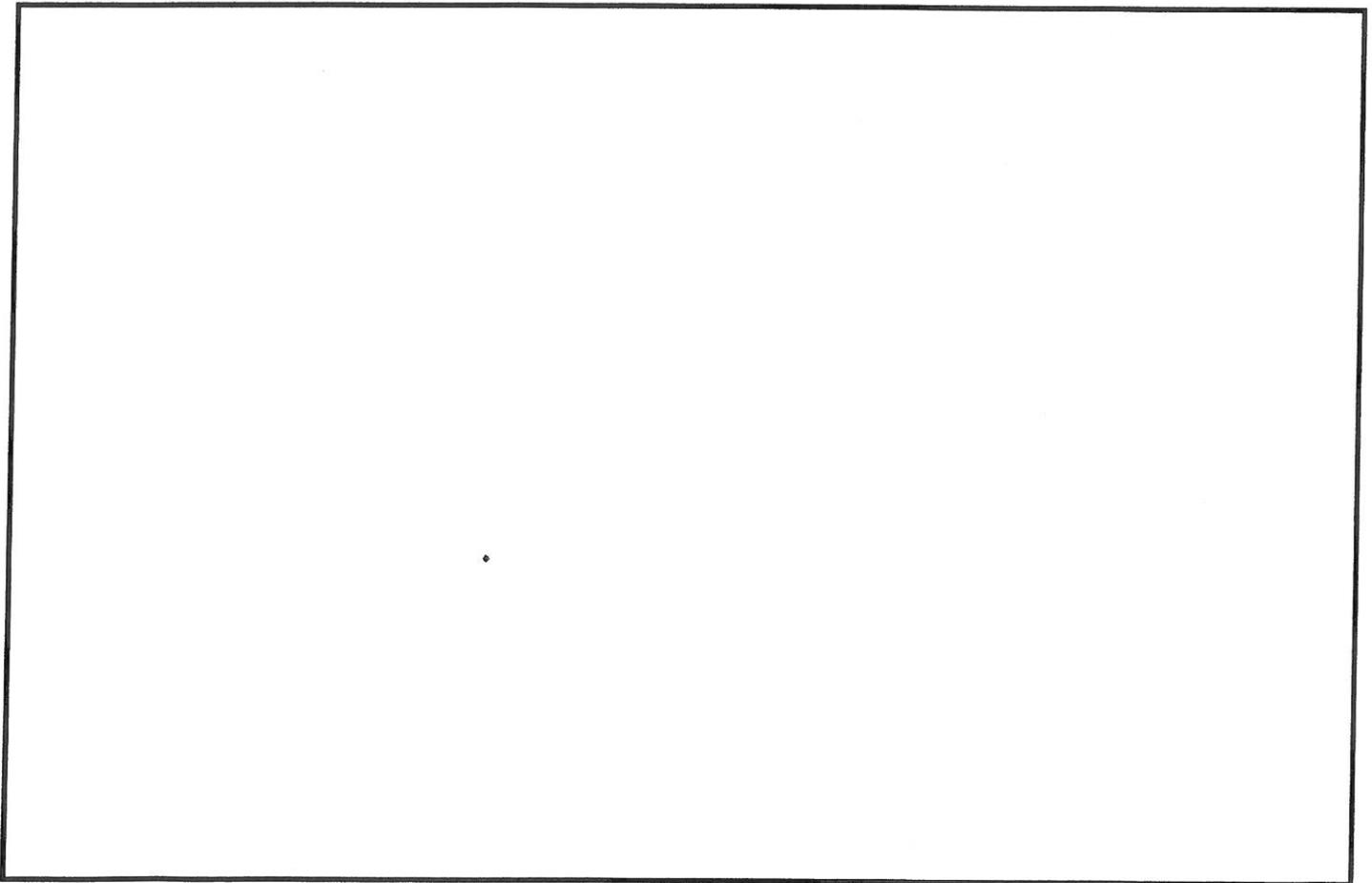
- A scale drawing of the on-site sewage facility, showing all structures served.
- Submittals prepared by a professional engineer or professional sanitarian must be sealed, dated, and signed.
- Proposed designs must comply with all separation distances identified in Table X.
- A sectional view of the tanks, including pump tanks, and excavations must be submitted.

Soil Boring/Backhoe Pit Number _____						
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0						
1						
2						
3						
4						
5						
6						
7						

Soil Boring/Backhoe Pit Number _____						
Depth (Feet)	Soil Class	Gravel Analysis	Restrictive Horizon	Groundwater	Topography	Flood Hazard
0						
1						
2						
3						
4						
5						
6						
7						

Schematic of Lot or Tract / Site Drawing

Scale: 1 inch = 50 feet/or appropriate



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

Signature: _____ Date: _____
 (Site Evaluator)



Rich in History - Focused on the Future

City of Richwood

1800 Brazosport Blvd.
Richwood, Texas 77531
Phone (979) 265-2082
Fax (979) 265-7345

APPLICATION FOR WATER SERVICE

DATE OF APPLICATION _____

APPLICANTS NAME _____ DATE OF BIRTH _____

SOCIAL SECURITY NUMBER _____ TEXAS DL NUMBER _____

CO-APPLICANTS NAME _____ DATE OF BIRTH _____

SOCIAL SECURITY NUMBER _____ TEXAS DL NUMBER _____

NEW ADDRESS _____ NEW PHONE # _____

MAILING ADDRESS _____

FORMER ADDRESS _____ FORMER PHONE # _____

APPLICANT PLACE OF EMPLOYMENT _____

JOB TITLE _____ WORK PHONE # _____

CO-APPLICANT PLACE OF EMPLOYMENT _____

JOB TITLE _____ WORK PHONE # _____

APPLICANT NAME & ADDRESS OF NEAREST RELATIVE OR CONTACT

NAME OF SPOUSE OR OTHER ADULT IN HOUSEHOLD

I, the undersigned, do hereby apply for utility services provided by the City of Richwood. I understand that my deposit will be held until service has been discontinued and will be applied to the outstanding balance. I also understand that I will be legally liable for all debts incurred by receiving the services of the City of Richwood. I understand that should I or any other adult residing at my address have a delinquent account with any past utility provider, the delinquency may be added to my current bill and a \$25.00 collection fee will be assessed.

SIGNATURE _____

IF YOU ARE INTERESTED IN CONFIDENTIALITY REQUEST FOR \$10.00 FEE PLEASE ASK UTILITY CLERK

FOR OFFICE USE ONLY

WORK ORDER # _____

METER READING _____

RECEIPT # _____

ACCOUNT NUMBER _____

DEPOSIT AMOUNT \$ _____

WATER SERVICE AGREEMENT

I. **PURPOSE** - The **City of Richwood** is responsible for protecting the drinking water supply from contamination or pollution; which could result from improper private water distribution system construction or configuration. The purpose of this service agreement is to notify each customer of the plumbing restrictions, which are in place to provide this protection. The utility enforces these restrictions to ensure the public health and welfare. Each customer must sign this agreement before the **City of Richwood** will begin service. In addition, when service to an existing connection has been suspended or terminated, the water system will not reestablish service unless it has a signed copy of this agreement.

II. **RESTRICTIONS** - The following unacceptable practices are prohibited by State regulations:

- A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device.
- B. No cross-connection between the public drinking water supply and a private water system is permitted.

These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure zone backflow prevention device.

- C. No connection which allows water to be returned to the public drinking water supply is permitted.
- D. No pipe or pipe fitting which contains more than 8.0% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
- E. No solder or flux which contains more than 0.2% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.

III. **SERVICE AGREEMENT** - The following are the terms of the service agreement between the **City of Richwood** and the Customer.

- A. The **City of Richwood** will maintain a copy of this agreement as long as the Customer and/or the premises is connected to the Water System.
- B. The Customer shall allow his property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by the City of Richwood or its designated agent prior to initiating new water service; when there is reason to believe that cross-connections or other potential contamination hazards exist; or after any major changes to the water distribution. The inspections shall be conducted during the City of Richwood's normal business hours.
- C. The City of Richwood shall notify the Customer in writing of any cross-connection or other potential contamination hazard which has been identified during the initial inspection or the periodic reinspection.
- D. The Customer shall immediately remove or adequately isolate any potential cross-connections or other potential contamination hazards on his premises.
- E. The Customer shall, at his expense, properly install, test, and maintain any backflow prevention device required by the City of Richwood. Copies of all testing maintenance records shall be provided to the City of Richwood.

IV. **ENFORCEMENT** - If the Customer fails to comply with the terms of the Water Service Agreement, the City of Richwood shall, at its option, either terminate service or properly install, test, and maintain an appropriate backflow prevention device the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the Customer.

Name (please print)

Signature

Date

Building Permits (Residential)

The City of Richwood has adopted building codes and zoning regulations to insure basic minimum requirements for all construction in the city and to insure the public health, welfare, and safety. This will allow for growth that does not infringe on existing residents and helps real estate values to continue to grow. Permits are required so that city staff can monitor growth and construction. They also allow the city to insure that residential areas present a proper appearance and meet minimum standards.

NOTE: All building improvements, whether permanent, portable or temporary must have a final inspection and approval by the Public Works Director.

Minimum requirements for residential zones are as follows:

1. R-1, single-family residence zone. The purpose and description for single-family residence is for individual home sites. The permitted uses are single-family dwellings, and any conditional uses allowed by this ordinance. Garage apartments are not allowed in this district.

- [a.] The maximum percentage of the lot used for building will be 35 percent of the lot.
- [b.] The minimum floor area, or living space in square feet will be 1,000 square feet.
- [c.] The maximum building height will be 2 1/2 stories or 35 feet.
- [d.] The minimum lot size is as follows:
 - [1.] Front, 70 feet.
 - [2.] Depth, 120 feet.
 - [3.] Area, 8,400 square feet.
- [e.] The minimum building setbacks are as follows:
 - [1.] Front, 25 feet.
 - [2.] Side, 7 1/2 feet.
 - [3.] Rear, 20 percent of the lot depth.
 - [4.] Side street, 15 feet.
- [f.] The permitted accessory uses are for private garages, storage sheds. No structure is permitted for any business enterprise.
- [g.] The accessory building requirements in a R-1 Zone are as follows:
 - [1.] Maximum height, 25 feet.
 - [2.] Minimum setbacks are as follows:
 - [i] Front, 60 feet.

[2.] The minimum setbacks are as follows:

- [i] Front, 60 feet.
- [ii] Side, 7 1/2 feet.
- [iii] Back, 15 feet.

3. R-4, single-family rural residential zone. (*Oakwood Shores only*) The purpose and description for single-family rural residence is to provide for the development of primarily very low-density detached, single-family residences on lots not less than one acre. The permitted uses are single family dwellings, and any conditional uses allowed by this ordinance. Garage apartments are not allowed in this district.

[a.] The maximum percentage of the lot used for building will be 35 % of the lot.

[b.] The minimum floor area, or living space in square feet will be 1,500 square feet.

[c.] The maximum building height will be 2 1/2 stories or 35 feet.

[d.] The minimum lot size is as follows:

- [1.] Front, 150 feet.
- [2.] Depth, 200 feet.
- [3.] Area, 1 acre or 43,560 square feet.

[e.] The minimum building setbacks are as follows:

- [1.] Front, ~~100~~ feet.
- [2.] Side, 10% of the lot width, not to exceed 25 feet.
- [3.] Rear, 25 feet for the main building and any accessory building(s); 10 feet from a main building to an accessory building.
- [4.] Side street, 25 feet.

[f.] The permitted accessory uses are for private garages, storage sheds, barns. Detached servants quarters without garage shall be permitted. No such accessory building or quarters shall be used or occupied as a place of abode or dwelling by anyone other than a bona fide servant or farm worker actually and regularly employed by the land owner or occupant of the main building or is a guest or family member. The structure shall in any case not be rented, leased or sold and shall not be separately metered. No structure is permitted for any business enterprise.

[g.] The accessory building requirements in a R-4 Zone are as follows:

- [1.] Maximum height, 25 feet.
- [2.] Minimum setbacks are as follows:
 - [i] Front, 60 feet.
 - [ii] Side, 25 feet.
 - [iii] Back, 25 feet.

If your proposed building improvement does not meet the minimum standards for your Zoning use district, you must apply for a variance which must be approved by the Planning and Zoning Commission prior to construction.

By signing below, I acknowledge that I have been given a copy of the setback requirements for my zoning classification. I certify that this building meets all setback requirements for temporary, portable or permanent buildings.

I understand that if my building does not meet these requirements, I must apply and receive a variance before construction may start.

I further certify that it is my responsibility to notify the Public Works Director of completion and scheduling of a final inspection.

I understand that failure to comply with the above requirements or any applicable code may be cause for the Public Works Director to suspend or revoke any permit or license and may result in a fine.

PROPERTY OWNER/APPLICANT

DATE

State of Texas }
 }
County of Brazoria }

Before me, _____ on this day personally appeared _____, known to me (or proved to me) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal this _____ day of _____, 20 ____

(Personalized Seal)

Notary Public's Signature