

## OSSF REVIEW REQUIREMENTS FOR PLATTING

If a plat is being recorded for a lot/lots that will utilize OSSFs for sewage disposal, then an OSSF subdivision review must take place, by State law. This review will produce the notes and the signature block that are required to be on the plat before we can/will sign off on the plat. **Please note that this is a completely different review than the review that takes place for an actual permit for repair or construction of an individual OSSF system.**

The applicant must submit the application, all required documents and fee to Collin County before the review will commence. Here is a [link](#) to the application, which includes a checklist of all of the required documents and the fee calculations. Once the review is completed and approved, you will be given the specific plat notes and signature block verbiage to include on the plat. The State allows 45 days for the initial review and for any subsequent re-review following a denial. Although we make every effort to expedite the reviews, workload may be such that the review will take several weeks. The reviews are performed in the order in which the administratively complete application packets are received.

All of the specified OSSF documents from the checklist are required and most can/will be provided by a Registered Sanitarian or a Professional Engineer (see further explanation of documents at the bottom of this email). If there are houses or other structures/OSSFs on any of the lots, the Registered Sanitarian's/Professional Engineer's report must include a to-scale drawing of all structures and all existing OSSF components (as referenced below).

*Once you have the completed packet together (all of the below, required documents and including payment for the fees), you can either take it/mail it to Development Services at 4690 Community Ave, Suite 200, McKinney, TX 75071 or you may send the entire packet electronically to [developmentservices@co.collin.tx.us](mailto:developmentservices@co.collin.tx.us). If you submit electronically, you will be contacted for payment before the packet will be accepted for review. For any additional questions regarding the OSSF submission, review, etc. please contact Development Services at [developmentservices@co.collin.tx.us](mailto:developmentservices@co.collin.tx.us).*