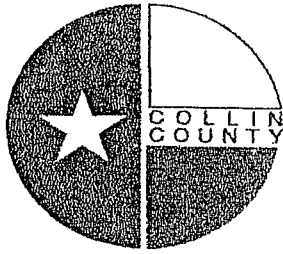




*Easy to Find.  
Hard to Leave.*

TCEQ Regulation Section  
285.4(c)



January 8, 2004

Development Services

City of Melissa  
Douglas Box, City Administrator  
901 Hwy 121  
Melissa, TX 75454

Dear Mr. Box:

Please let this letter serve as a reminder that every subdivided plat of land that will utilize On-Site Sewage Facilities (OSSFs) for wastewater disposal (in the ETJ as well as within your City limits) **MUST** be signed off by Collin County Development Services, prior to gaining final approval, **or the plat is invalid.**

The TCEQ regulation section 285.4(c) states that, "Before the permit process for individual OSSFs can begin, persons proposing residential subdivisions, manufactured housing communities, multi-unit residential developments, business parks or other similar uses and using OSSFs for sewage disposal shall submit planning materials for these developments to the permitting authority." Collin County is the permitting authority for all unincorporated land, ETJ, and in certain city limits (through adoption of an interlocal agreement). "The planning materials shall be prepared by a professional engineer or professional sanitarian and shall include an overall site plan, topographic map, 100-year floodplain map, soil survey, location of water wells, location of easements, and a complete report detailing the types of OSSFs to be considered, and their compatibility with area-wide drainage and groundwater. A comprehensive drainage plan shall also be included in these planning materials. The permitting authority will either approve or deny the planning materials in writing within 45 days of receipt." Collin County charges a \$150.00 fee for subdivision plat review.

Please make sure that the on-site sewage facility review remains part of your city's platting workflow process, so that we can assure that our subdivisions are compliant with state regulations.

If you have any questions please call me at 972-548-5585.

Sincerely,

A handwritten signature in dark ink, appearing to read "Misty Brown", is written over the word "Sincerely," and extends into the name and title lines below.

Misty Brown  
Development Services Division Manager

825 N. McDonald St., Ste. 170, McKinney, Texas 75069 • [www.co.collin.tx.us](http://www.co.collin.tx.us)  
(972) 548-5585 • (972) 424-1460 Ext. 5585 (Metro) • (972) 548-5555 FAX