



ON-SITE SEWAGE FACILITY (OSSF) PERMIT APPLICATION CHECKLIST

Your OSSF application will not be deemed complete unless it includes the following completed items:

- Permit Application Form
- Technical Information Form
- Site Evaluation & Planning Materials Form
- Landscape Plan
- Signed Maintenance Contract
- Affidavit to the Public filed at the county courthouse where the property is located
- Certified copy of the most recent plat for the parcel listed on the application
- Detailed directions to the site
- Cash, check or money order payment in the amount of \$410.00; make checks payable to the City of Aurora

IMPORTANT INFORMATION

1. Do not begin construction prior to application approval. Unauthorized construction can result in civil and/or administrative penalties.
2. All fees are non-refundable.
3. The application and planning materials will be reviewed by the City of Aurora. Non-standard planning materials may be reviewed by the City of Aurora.
4. If your application is approved, an Authorization to Construct will be issued. The Authorization to Construct is valid for one year from the date of issuance.
5. The installer must notify the City of Aurora at least **five working days** before the date of the construction inspection. All excavations must be left open until the inspection has been completed.
6. If the installation is approved, a Notice of Approval will be issued to the owner within seven days.
7. 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.