



# Irrigation Application Packet

### Section 101: Submission Requirements:

All schematics shall be drawn in accordance with the 2012 International Plumbing Code Standards. The following items shall be provided:

- A. Submittal of appropriate filing fees for the application. For residential: \$75.00 + 115% for any City third-party review. For residential inspections \$75.00 for each inspection + 115% for any City third-party review. For commercial: \$75.00 + \$75.00 for each multi-story floor over one (1) + 115% for any City third-party review. For commercial inspections: \$100.00 for each inspection + 115% for any City third-party review.
- B. Copy of the application with all information filled out and all applicable signatures.
- C. A copy of their State irrigation license if they are a contractor on the project and not seeking a homestead affidavit on residential building projects.
- D. For residential property owners who own a principal home, a copy of the homestead affidavit application with all information filled out and all applicable signatures if work is being completed entirely by the owner. This includes information from the applicable county appraisal district to support the affidavit. **This affidavit does not cover installation, repair, or testing of a backflow preventer device as a State licensed contractor is required to perform the work.**
- E. An irrigation plan drawn to scale which includes all major physical features (trees, slopes, fences, on-site sewage facilities, buildings, flower beds, and impervious surfaces) and the boundary of the area to be watered, north arrow, legend, zone flow measurements of each zone, location and type of each controller and sensor (such as rain, moisture, wind, flow, or freeze), scale, design pressure (calculation of operating pressure with total pressure losses to the water source, include hydraulic calculations indicating pressure at largest and furthest zones from the water source). This shall also include the location, type, and size of each water source (including water meter and points of connection), backflow prevention device, water emission device (spray heads, rotary sprinkler heads, quick-couplers, bubblers, drip, or micro-sprays), valves (zone valves, master valves, and isolation valves), pressure regulation component, and main line/lateral piping.
- F. An irrigation plan must include the irrigator's seal, signature, and date of signing if being drawn by a professional. All backflow preventer installation, repair, and testing must be done by a licensed professional.
- G. If irrigations systems are in City owned right-of-way, a Hold Harmless & Indemnification Agreement & Acknowledgement of Responsibility must be recorded with the applicable County Clerks Office. A copy of the recorded document must be provided to the City at the time of application submittal.

One (1) of each item shall be submitted in electronic format to [planninganddevelopment@ci.elgin.tx.us](mailto:planninganddevelopment@ci.elgin.tx.us)

### Section 102: Submittal Review:

- A. If the project requires independent plans separate from approved building plans, the application and associated materials will be routed for reviews. **This process will take a maximum period of fourteen (14) calendar days.** A plan review sheet will be generated if there are comments. Comments will be sent to the applicant in order to respond to the plan review sheet. It is required the applicant respond in writing to address each comment on letterhead and provide the necessary documentation to show compliance with the issue. The applicant shall have six (6) months from the date on the plan review sheet to address all comments, provide documentation, and resubmit to the City. These shall be submitted electronically at [planninganddevelopment@ci.elgin.tx.us](mailto:planninganddevelopment@ci.elgin.tx.us). Failure to do so within this period results in expiration and a new application must be filed with the City. The process of resubmittal and the City providing comments continues in this cycle until all comments have been addressed by the applicant and any applicable penalty fees have been paid to the City. **Additional resubmittals will take a maximum fourteen (14) calendar days.** Once this process is completed a trades permit is issued for the project. This must be placed in a conspicuous place on the property so it is viewable to the public.
- B. If the project does not require independent plans separate from building plans, the application and associated materials will be processed, and a building permit issued for the project. This must be placed in a conspicuous place on the property so it is viewable to the public.

### Section 103: List of Inspections

The plan review sheet provided by the City or discussion with the City will indicate the exact inspections required to satisfy the project. It is the responsibility of the applicant to ensure compliance with the inspection list. Below is a general representation of inspections the City may require for this project.

### Section 104: Contact for Inspection

The City does not have internalized building services and contracts this service to the following:

ATS Engineers, Inspectors, and Surveyors  
4910 W. U.S. Highway 290  
Austin, TX 78735  
Phone: (512) 328-6995  
Fax: (512) 328-6996

**Payment must be submitted to the City for any inspection before any inspection can be scheduled.**

Any inspections must be submitted to ATS Engineers by 4:30 P.M. Central Standard Time the day before the inspection, in order for any inspection to occur the next business day. **It is the responsibility of the permit holder to make inspection requests for each phase of construction prior to proceeding with construction.** This must include the name and phone number of the permit holder, the physical address of the permitted project, and the type of inspection needed. If a preference exists for either a morning or afternoon inspection, or if an inspector must meet with a contractor/owner on the job site, it must be notated by the person requesting the inspection.

### Section 105: Right of Entry and Inspection

The City and its representatives have the right to enter the premises at reasonable hours to review any work associated with the permit. Failure to allow entry may result in a stop work order or any other penalties as allowed by law.

### **Section 106: Backflow Preventor Assembly Test & Maintenance Report**

A copy of the “Backflow Prevention Assembly Test and Maintenance Report” Form 20700 from the Texas Commission on Environmental Quality (TCEQ) which must be completed by a licensed contractor if connecting to a City water system. If this will be connected to the Aqua Water Supply Corporation (WSC) or a municipal utility district (MUD) a copy must be submitted to the MUD or WSC and the City. This document can be found at <https://www.tceq.texas.gov/drinkingwater/cross-connection> under Technical Guidance (including Questionnaire). This must be completed by a licensed professional.

For purposes of the completing, please fill in the following if the City provides water:

1. Name of PWS: City of Elgin
2. PWS ID: 0110002
3. Mailing Address: P.O. Box 591, Elgin, TX 78621
4. Contact Person: Doug Prinz

**For non-City water providers such as WSC or MUD contact the applicable entity to complete the information.**

One (1) of each item shall be submitted in electronic format to [planninganddevelopment@ci.elgin.tx.us](mailto:planninganddevelopment@ci.elgin.tx.us) before a final inspection can be scheduled with ATS.

### **Section 107: Results of Inspections**

When conducting inspection's, the inspector shall either pass or fail the inspection. If the inspection is passed, then construction may continue to proceed until the next inspection is required by the City. If the inspection is failed the inspector will provide a sheet indicating what shall be remedied before a second inspection can be completed. **Failure of inspection will require payment of another inspection fee with the City before it can be rescheduled.**

### **Section 108: Issuance of Approval**

Once all inspections have been passed by the City, it will issue an approval to the applicant through a permit. This is the authorization for usage of the irrigation.

# IRRIGATION APPLICATION

Date: \_\_\_\_\_

Residential

Commercial

## SITE INFORMATION

Project Address: \_\_\_\_\_

## APPLICANT

Contractor License Number: \_\_\_\_\_

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_; Phone Number: \_\_\_\_\_

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not. Granting a permit does not give authority to violate or cancel provisions of any other state or local law.

\_\_\_\_\_

Signature

Printed Name

Date

## PROPERTY OWNER

Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_; Phone Number: \_\_\_\_\_

See next page.





## AFFIDAVIT FOR HOMESTEAD

This document must be presented with a printout from the applicable County Appraisal District website stating the owner’s name, property address, and homestead exemption.

I hereby swear or affirm that the irrigation work I propose to do is on a property owned by me and claimed as my homestead. This property is owned by myself and is my principal residence and is not a rental property or a secondary residence as of the date of signature and during the life of the work. All work will be performed by my own hands. I will not contract or subcontract the work. All work I propose to do will be in conformance with the City adopted International Plumbing Code and other applicable city ordinances, including Texas Occupations Code, Title 8, Chapter 1301, Section 1301.051, which states “A property owner is not required to be licensed under this chapter to perform plumbing in the property owner’s homestead”. I affirm I have read, and fully understand the above and swear or affirm under Oath that I qualify for a homestead.

Date: \_\_\_\_\_

Owner’s Address: \_\_\_\_\_

Owner’s Printed Name: \_\_\_\_\_

Owner’s Signature: \_\_\_\_\_

### FOR NOTARY USE ONLY

The State of \_\_\_\_\_

BEFORE ME, the undersigned authority, on this day personally appeared, \_\_\_\_\_, known 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 herein expressed.

GIVEN UNDER MY HAND AND SEAL, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ Notary Public for the State of \_\_\_\_\_

\_\_\_\_\_ Print Name

My Commission Expires: \_\_\_\_\_

PLACE SEAL



310 North Main Street  
P.O. Box 591  
Elgin, Texas, 78621



(512) 281-5724



www.elgintx.com

# IRRIGATION SYSTEM MAINTENANCE CHECKLIST

Installation Completion Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

The following items have been provided and explained to the irrigation system owner or systems owner's representative.

The manufacturer's manual for the controller.

A seasonal watering scheduling.

A list of components that require maintenance and the recommended frequency of maintenance are attached.

A permanent sticker has been attached to the controller indicating the warranty period for the irrigation system and contact information.

The corrected or re-drawn design plans indicating the actual installation and components of the system.

Location and operation of the isolation valve.

\_\_\_\_\_

Irrigation System Owner/Representative Signature

Date

This irrigation system has been installed in accordance with all applicable state and local laws, ordinances, rules, regulations or orders. I have tested the system and determined that it has been installed according to the irrigation plan and is properly adjusted for the most efficient application of water at this time.

\_\_\_\_\_

Irrigator Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Irrigator Technician Signature

\_\_\_\_\_

Date

**Irrigator's Seal Below**





Completed: 03-31-2020

**HOLD HARMLESS AND INDEMNIFICATION AGREEMENT AND ACKNOWLEDGEMENT OF RESPONSIBILITY**

**TO: City of Elgin, TX**

**DATE:** \_\_\_\_\_

**RE: PRIVATE IRRIGATION SYSTEM PLACED IN THE PUBLIC RIGHT(S)-OF-WAY**

This Agreement is in addition to and considered an integral part of Permit # \_\_\_\_\_ and serves as acknowledgement that a portion of the proposed private irrigation system is located within the public Right(s)-of-Way.

Because a portion of the undersigned corporation's (hereinafter Owner) private irrigation system is located within the Right-of-Way,

I \_\_\_\_\_, Owner of:

Address: \_\_\_\_\_

and said private irrigation system accepts full responsibility for the perpetual maintenance of the private irrigation system and full responsibility for any damage created by the use of the Right-of-Way by the Owner and others. It is also agreed and acknowledge that it is the Owner's responsibility to maintain its private irrigation system and, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, that the Owner on the Owner's behalf and on behalf of Owner's heirs, successors, personal representatives and assigns, does hereby confirm, covenant and agree to indemnify, save, hold harmless and defend the City of Elgin, Texas, including, but not limited to, its officers, employees, officials, agents and representatives, as well as their sureties, employees, insurers, officers, successors, assigns and legal representatives (hereinafter the "City") from any and all liability against any and all loss, liability, costs, damage, expense, claim, action, suit, demand or injury of any type or nature whatsoever, including interest, suit costs and reasonable attorney's fees for any purposes whatsoever including trials and appeals and otherwise, that may occur as a result of the action or inaction on the Owner's part which the City, or any other person/s or business entity/entities who may hereafter sustain, incur or be required to pay any sums of money, arising wholly or in part due to any of its conduct, act or omission pertaining to the private irrigation system within any portion of the above-mentioned Right-of-Way or any property in the vicinity of its private irrigation system within any portion of the above-mentioned Right-of-Way or any adverse impact caused by the placement of the private irrigation system within the public Right-of-Way. It is further agreed that this Hold Harmless and Indemnification and Acknowledgment of Responsibility shall be binding upon the Owner's heirs, successors, personal representatives, tenants and assigns shall be considered a covenant running with the land and shall be recorded in the public records of the applicable County. The undersigned covenants and warrants that he is authorized to sign it and to bind the Owner to its provisions.

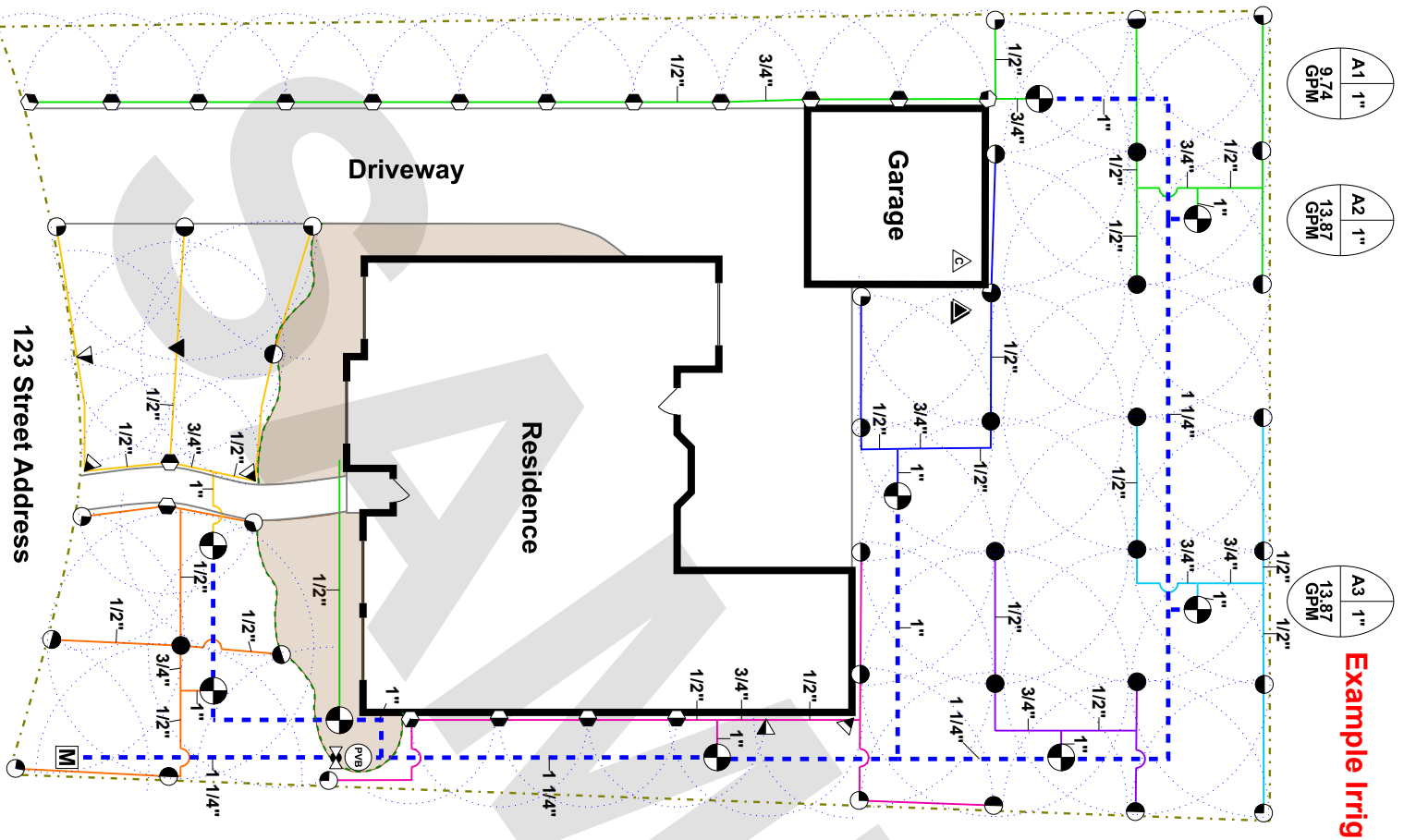
\_\_\_\_\_  
Owners Signature

\_\_\_\_\_  
Owners Printed Name

\_\_\_\_\_  
Installers Signature

\_\_\_\_\_  
Installers Printed Name

# Example Irrigation Plan



## Irrigation

Symbol	Description	Pressure	Flow	Radius
●	10H on 4" pop-up	30 psi	0.79 gpm	10 ft
○	10Q on 4" pop-up	30 psi	0.39 gpm	10 ft
○	10T on 4" pop-up	30 psi	0.53 gpm	10 ft
▶	12F on 4" pop-up	30 psi	2.6 gpm	12 ft
▼	12H on 4" pop-up	30 psi	1.3 gpm	12 ft
▽	12Q on 4" pop-up	30 psi	0.65 gpm	12 ft
●	15F on 4" pop-up	30 psi	3.7 gpm	15 ft
●	15H on 4" pop-up	30 psi	1.85 gpm	15 ft
○	15Q on 4" pop-up	30 psi	0.92 gpm	15 ft
○	15T on 4" pop-up	30 psi	1.23 gpm	15 ft
○	15TQ on 4" pop-up	30 psi	2.78 gpm	15 ft

**Water Source**

M	3/4 inch meter	Water Source	Meter
		Type	
		Static Pressure	60 psi
		Service Line	0.999 psi
		Meter Loss	3.048 psi

**Backflow Assemblies**

⊕	1" Pressure Vacuum Breaker		
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**Control Valves**

⊕	Control Valve		
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**Irrigation Accessories**

▲	Rain/Freeze Sensor	Backflow Loss	3.693 psi
△	Controller	Master Valve Loss	0 psi
⊕	1" Isolation Valve	Filter Loss	0 psi

**Lateral Line Pipe**

—	Class 315 1/2"	Mainline Loss	2.18 psi
—	Class 200 3/4"	Valve Loss	1.342 psi
—	Class 200 1"	Lateral Loss	0.446 psi
—		Fittings Loss	0.262 psi
—		Elevation	0 psi
—		Sprinkler Requirement	30 psi
—		Total Design Pressure	41.705 psi
—		Residual Pressure	18.295 psi

**Mainline Pipe**

—	Schedule 40 PVC		
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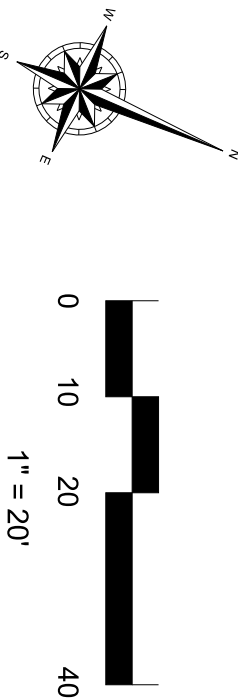
**Drip Tubing**

—	Drip Tubing		
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NOTE: Pressure regulation is controlled at the nozzle. 4" pop-ups are pressure regulated to 30 psi.

**John B. Due**  
January 1, 2009

<b>Water Source #1</b>	Meter Size	3/4 inch meter
	Static Pressure	60 psi
	Elevation Change	0 ft
<b>Service Line Information</b>	Pipe Category	Poly 100
	Pipe Size	Poly 100 1"
	Length	20 ft
	Velocity	5 fps
<b>Recommendations</b>	Maximum Recommended Flow	13.47 gpm
	Available Working Pressure	52.21 psi



NOTE: Sample design only - designs should reflect local codes and specifications.