



COMAL COUNTY

ENGINEER'S OFFICE

195 David Jonas Dr, New Braunfels, Texas 78132 (830)608-2090

Address: _____

Legal Description: _____

Dear Property Owner & Agent,

Thank you for your submission. We have reviewed the planning materials for the referenced permit application, and unfortunately, they are insufficient. To proceed with processing this permit, we require the following:

119175.pdf Markup Summary 11-14-2025

rabbjr (1)

Subject: Callout
Page Label: 1
Author: rabbjr
Date: 11/14/2025 9:46:46 AM
Status:
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Response:

Include survey information.



ON-SITE SEWAGE FACILITY APPLICATION

Date August 27, 2025

Permit Number _____

1. APPLICANT / AGENT INFORMATION

Owner Name JEFFREY M. OTTEN & WENDY L. OTTEN
Mailing Address 1487 ELM CREEK ROAD
City, State, Zip NEW BRAUNFELS TEXAS 78132
Phone # 830-832-5478
Email jeffmotten@gmail.com

Agent Name GREG JOHNSON, P.E.
Agent Address 170 HOLLOW OAK
City, State, Zip NEW BRAUNFELS TEXAS 78132
Phone # 830-805-2778
Email gregjohnsonpe@yahoo.com

Survey Name / Abstract Number PREISS HEIGHTS Unit _____ Lot _____ Block PT OF 11
Address 771 MARY PREISS DRIVE City NEW BRAUNFELS State TX Zip 78132

3. TYPE OF DEVELOPMENT

☒ Single Family Residential

Type of Construction (House, Mobile, RV, Etc.) EXISTING HOUSE

Number of Bedrooms 3

Indicate Sq Ft of Living Area 1900

☐ Non-Single Family Residential

(Planning materials must show adequate land area for doubling the required land needed for treatment units and disposal area)

Type of Facility _____

Offices, Factories, Churches, Schools, Parks, Etc. - Indicate Number Of Occupants _____

Restaurants, Lounges, Theaters - Indicate Number of Seats _____

Hotel, Motel, Hospital, Nursing Home - Indicate Number of Beds _____

Travel Trailer/RV Parks - Indicate Number of Spaces _____

Miscellaneous _____

Estimated Cost of Construction: \$ EXISTING (Structure Only)

Is any portion of the proposed OSSF located in the United States Army Corps of Engineers (USACE) flowage easement?

☐ Yes ☒ No (If yes, owner must provide approval from USACE for proposed OSSF improvements within the USACE flowage easement)

Source of Water ☐ Public ☒ Private Well ☐ Rainwater Collection

4. SIGNATURE OF OWNER

By signing this application, I certify that:

- The completed application and all additional information submitted does not contain any false information and does not conceal any material facts. I certify that I am the property owner or I possess the appropriate land rights necessary to make the permitted improvements on said property.
- Authorization is hereby given to the permitting authority and designated agents to enter upon the above described property for the purpose of site/soil evaluation and inspection of private sewage facilities..
- I understand that a permit of authorization to construct will not be issued until the Floodplain Administrator has performed the reviews required by the Comal County Flood Damage Prevention Order.
- I affirmatively consent to the online posting/public release of my e-mail address associated with this permit application, as applicable.

Jeffrey M. Otten & Wendy L. Otten
Signature of Owner

11/6/25
Date



COMAL COUNTY
ENGINEER'S OFFICE

ON-SITE SEWAGE FACILITY APPLICATION

PREISS HEIGHTS, LOT 11(pt) 1.43 ac

195 DAVID JONAS DR
NEW BRAUNFELS, TX 78132
(830) 608-2090
WWW.CCEO.ORG

Planning Materials & Site Evaluation as Required Completed By GREG W. JOHNSON, P.E.

System Description PROPRIETARY; AEROBIC TREATMENT AND SURFACE IRRIGATION

Size of Septic System Required Based on Planning Materials & Soil Evaluation

Tank Size(s) (Gallons) CLEARSTREAM 600NC3T Absorption/Application Area (Sq Ft) 4926

Gallons Per Day (As Per TCEQ Table III) 240

(Sites generating more than 5000 gallons per day are required to obtain a permit through TCEQ)

Is the property located over the Edwards Recharge Zone? ☒ Yes ☐ No

(If yes, the planning materials must be completed by a Registered Sanitarian (R.S.) or Professional Engineer (P.E.))

Is there an existing TCEQ approved WPAP for the property? ☐ Yes ☒ No

(if yes, the R. S. or P. E. shall certify that the OSSF design complies with all provisions of the existing WPAP.)

Is there at least one acre per single family dwelling as per 285.40(c)(1)? ☒ Yes ☐ No

If there is no existing WPAP, does the proposed development activity require a TCEQ approved WPAP? ☐ Yes ☒ No

(If yes, the R.S. or P. E. shall certify that the OSSF design will comply with all provisions of the proposed WPAP. A Permit to Construct will not be issued for the proposed OSSF until the proposed WPAP has been approved by the appropriate regional office.)

Is the property located over the Edwards Contributing Zone? ☐ Yes ☒ No

Is there an existing TCEQ approval CZP for the property? ☐ Yes ☒ No

(if yes, the P.E. or R.S. shall certify that the OSSF design complies with all provisions of the existing CZP)

If there is no existing CZP, does the proposed development activity require a TCEQ approved CZP? ☐ Yes ☒ No

(if yes, the P.E. or R.S. shall certify that the OSSF design will comply with all provisions of the proposed CZP. A Permit to construct will not be issued for the proposed OSSF until the CZP has been approved by the appropriate regional office.)

Is this property within an incorporated city? ☐ Yes ☒ No

If yes, indicate the city: _____



FIRM #2585

By signing this application, I certify that:

- The information provided above is true and correct to the best of my knowledge.
- I affirmatively consent to the online posting/public release of my e-mail address associated with this permit application, as applicable

Signature of Designer

August 29, 2025
Date

AFFIDAVIT**THE COUNTY OF COMAL
STATE OF TEXAS****CERTIFICATION OF OSSF REQUIRING MAINTENANCE**

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

I

The Texas Health and Safety Code, Chapter 366 authorizes the Texas Commission on Environmental Quality (TCEQ) 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 owner's 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):

UNIT/PHASE/SECTION 11 (p4) BLOCK _____ LOT _____ PREISS HEIGHTS _____ SUBDIVISION _____

IF NOT IN SUBDIVISION: 1.427 ACREAGE J.M. VERAMENDI SURVEY NO. 2 SURVEY _____

The property is owned by (insert owner's full name): JEFFERY M. OTTEN & WENDY L. OTTEN

This OSSF must be covered by a continuous maintenance contract 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 can be obtained from the Comal County Engineer's Office.

WITNESS BY HAND(S) ON THIS 10 DAY OF November, 20 25

X Jeffery M. Otten

JEFFERY M. OTTEN

X Wendy L. Otten

WENDY L. OTTEN

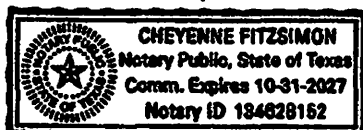
Owner(s) signature(s)
JEFFERY M. OTTEN &
WENDY L. OTTEN

Owner (s) Printed name (s)

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS 10 DAY OF

November, 20 25

Cheyenne Fitzsimon
Notary Public Signature



Filed and Recorded
Official Public Records
Bobbie Koepf, County Clerk
Comal County, Texas
11/10/2025 08:16:38 AM
TERRI 1 Pages(s)
202506035906



Bobbie Koepf

Maintenance Service Provider
15188 FM 306
Canyon Lake, TX 78133
Office (830)964-2365



PREISS HEIGHTS, BLOCK 11(pt), 1.43 ac
J. M. VERAMENDI SURVEY #2

SERVICE ADDRESS

INSTALLER

TERM

771 MARY PREISS DR, NEW BRAUNFELS, TX 78132 STEVE KRAUSE OS#0000297

2 year

Routine Maintenance and Inspection Agreement

This Work for Hire Agreement (hereinafter referred to as this "Agreement") is entered into by and between JEFFREY & WENDY OTTEN (referred to as "Client") and Aerobic Services of South Texas (Thomas W. Hampton MP349) (hereinafter referred to as "Contractor") located at 15188 FM 306 Canyon Lake, Texas 78133 (830) 964-2365. By this Agreement the Contractor agrees to render professional service, as described herein, and the Client agrees to fulfill the terms of this Agreement as described herein. This contract will provide for all required inspections, testing and service for your Aerobic Treatment System. The policy will include the following:

1. 3 inspections a year/services calls (at least one every 4 months), for a total of 6 over the two year period including inspection, adjustment and servicing of the mechanical, electrical and other applicable component parts to ensure proper function. This includes inspecting the control panel, air pumps, air filters, diffuser operation. Any alarm situation affecting the proper function of the Aerobic process will be addressed within a 48-hour time frame. Repair work on non-warranty parts will include price for parts & labor. The prices will be quoted before work is performed.
2. An effluent quality inspection consisting of a visual check for color, turbidity, scum overflow and examination for odors. A test for chlorine residual and pH will be taken and reported as necessary.
3. If any improper operation is observed, which cannot be corrected at the time of the service visit, you will be notified immediately in writing of the conditions and estimated date of correction.
4. The Property Owner is responsible for the chlorine; it must be filled before or during the service visit.
5. Any additional visits, inspections or sample collection required by specific Municipalities, Water/River Authorities, and County Agencies the TCEQ or any other authorized regulatory agency in your jurisdiction will be covered by this policy. BOD and TSS testing is covered by this contract.

The Property Owner Manual must be strictly followed or warranties are subject to invalidation. Pumping of sludge build-up is not covered by this policy and will result in additional charges.

ACCESS BY CONTRACTOR

The Contractor or anyone authorized by the Contractor may enter the property at reasonable times without prior notice for the purpose of the above described Services. The contractor may access the System components including the tanks by means of excavation for the purpose of evaluations if necessary. Soil Is to be replaced with the excavated material as best as possible.

Termination of Agreement

Either party may terminate this agreement within ten days with a written notice in the event of substantial failure to perform in accordance with its terms by the other party without fault of the terminating party. If this Agreement is so terminated, the Contractor will immediately notify the appropriate health authority of the termination.

Limit of Liability

In no event shall the Contractor be liable for indirect, consequential, incidental or punitive damages, whether in contract tort or any other theory. In no event shall the Contractor's liability for direct damages exceed the price for the services described in this Agreement.

Dispute Resolution

If a dispute between the Client and the Contractor arises that cannot be settled in good faith negotiations then the parties shall choose a mutually acceptable arbitrator and shall share the cost of the arbitration services equally.

Entire Agreement

This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement either oral or written.

Severability

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

Property Owner

Name

JEFFREY M. & WENDY L. OTTEN

Email

jeffmotten@gmail.com

Service Address

771 MARY PREISS DR
NEW BRAUNFELS, TX 78132

Phone

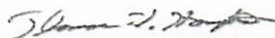
830-832-5478

SERVICE PROVIDER

Aerobic Services of South Texas L.L.C.

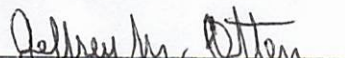
15188 FM 306 Canyon Lake, TX 786133

(830) 964-2365



Signature of Service Provider and License #
[Thomas Hampton, OS0024597 / MP0000349]



X 
SIGNATURE

EFFECTIVE DATE _____

EXPIRED DATE _____

*The effective date of this initial maintenance contract shall be the date license to operate is issued.

Greg W. Johnson, P.E.
170 Hollow Oak
New Braunfels, Texas 78132
830/905-2778

August 29, 2025

Comal County Office of Environmental Health
195 David Jonas Drive
New Braunfels, Texas 78132-3760

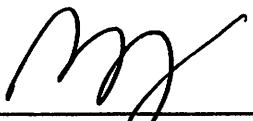
RE- SEPTIC DESIGN
771 MARY PREISS DRIVE
PREISS HEIGHTS, BLOCK 11 (pt) 1.43AC, J.M. Veramendi S-2
NEW BRAUNFELS, TX 78132
OTTEN RESIDENCE

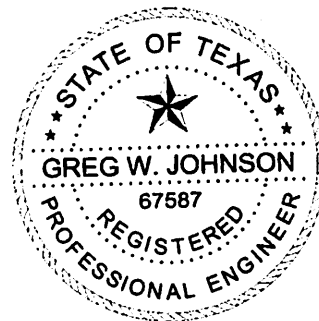
Brandon/Brenda,

The referenced property is located within the Edwards Aquifer Recharge Zone. This property is exempt from a WPAP because it is not a regulated activity according to §213.5(h)(2) "exempt ... does not exceed 20 % impervious cover on the site. To my knowledge no WPAP exists for this property.

Temporary erosion and sedimentation controls should be utilized as necessary prior to construction. If any sensitive feature (caves, solution cavities, sink holes, etc.) is discovered during construction, activities must be suspended immediately and the applicant or his agent must immediately notify the TCEQ Regional Office. After that operations can only proceed after the Executive Director approves required additional engineered impact plans.

Designed in accordance with Chapter 285, Subchapter D, §285.40, 285.41, & 285.42, Texas Commission on Environmental Quality (Effective December 29, 2016).

 08/29/25
Greg W. Johnson, P.E. No. 67587/F#2585
170 Hollow Oak
New Braunfels, Texas 78132 - 830/905-2778



ON-SITE SEWERAGE FACILITY SOIL EVALUATION REPORT INFORMATION

Date Soil Survey Performed: August 28, 2025

Site Location: 1.43 ACRES OUT OF THE J.M. VERAMENDI SURVEY No. 2, aka PREISS HEIGHTS, BLOCK 11

Proposed Excavation Depth: N/A

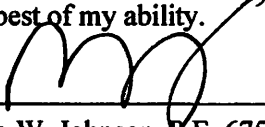
Requirements:

At least two soil excavations must be performed on the site, at opposite ends of the proposed disposal area.
Locations of soil boring or dug pits must be shown on the site drawing.
For subsurface disposal, soil evaluations must be performed to a depth of at least two feet below the proposed excavation depth. For surface disposal, the surface horizon must be evaluated.
Describe each soil horizon and identify any restrictive features on the form. Indicate depths where features appear.

SOIL BORING NUMBER <u> </u> SURFACE EVALUATION						
Depth (Feet)	Texture Class	Soil Texture	Gravel Analysis	Drainage (Mottles/ Water Table)	Restrictive Horizon	Observations
0	IV	CLAY	N/A	NONE OBSERVED	LIMESTONE @ 6"	BROWN STONY
1						
2						
3						
4						
5						

SOIL BORING NUMBER <u> </u> SURFACE EVALUATION						
Depth (Feet)	Texture Class	Soil Texture	Gravel Analysis	Drainage (Mottles/ Water Table)	Restrictive Horizon	Observations
0	SAME		AS		ABOVE	
1						
2						
3						
4						
5						

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



Greg W. Johnson, P.E. 67587-F2585, S.E. 11561

08/28/25
Date

SPRAY AREA = 4926sf

X= TEST HOLES

NOTE:
EXISTING
SEPTIC TANK
TO BE
PUMPED,
CRUSHED AND
BACK FILLED.
EXISTING
SEPTIC
SYSTEM TO BE
ABANDONED

1.43 ACRES OUT OF THE
J.M. VERAMENDI SURVEY
No. 2, aka PREISS
HEIGHTS, BLOCK 11

CLEARSTREAM
600HC3T AEROBIC
TREATMENT PLANT

C/O
DECK

PORCH
EXISTING
3 BD RM RES.
1900sf

DRIVEWAY

WELL

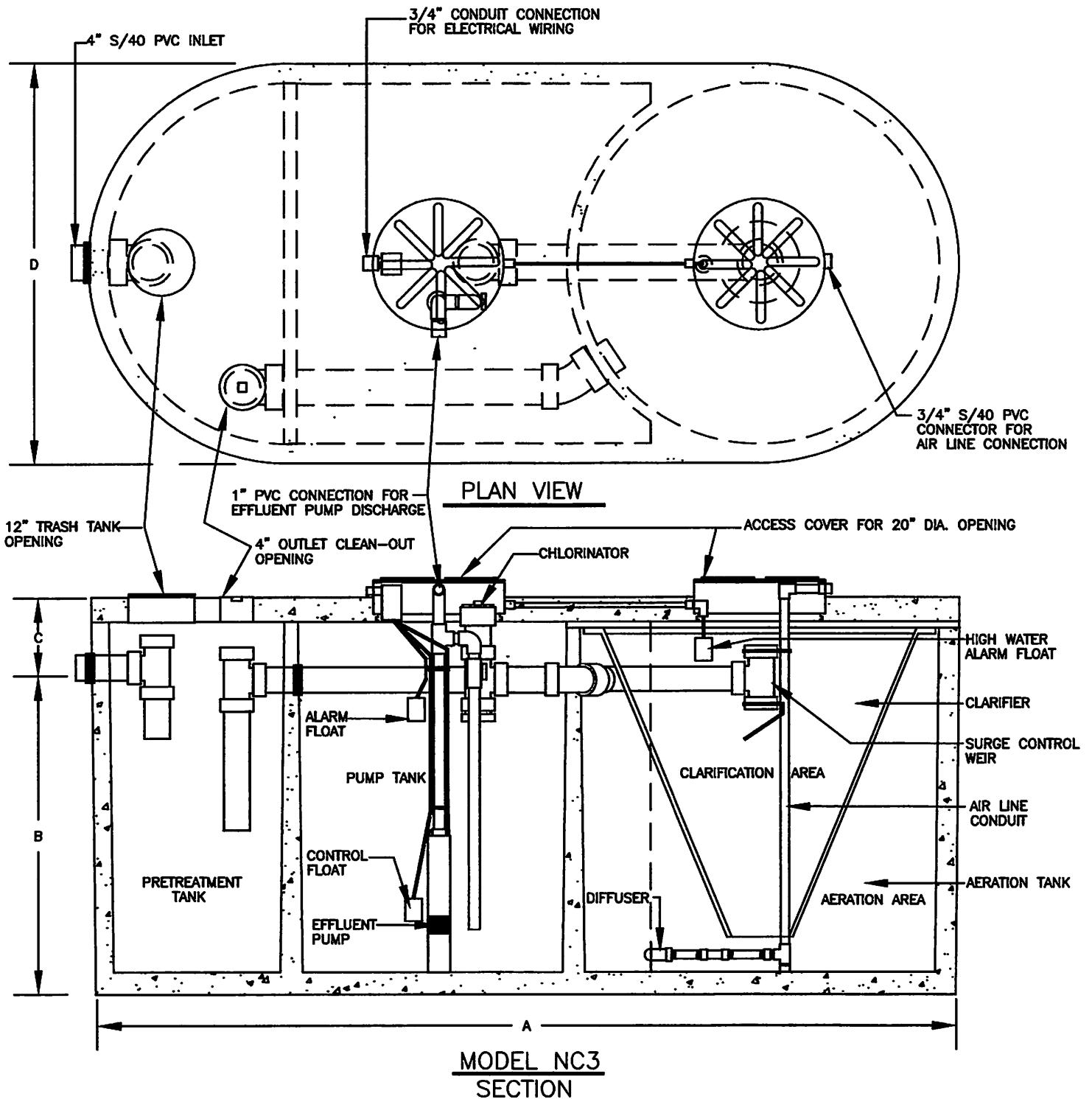
224.85'

MARY PREISS DRIVE



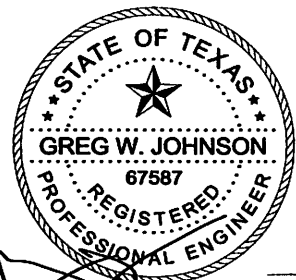
OWNER:	JEFFREY M. & WENDY L. OTTEN			DRAWN BY:	EJS III
STREET ADDRESS:	771 MARY PREISS DRIVE				
LEGAL DESC:	J.M. VERAMENDI SURVEY No. 2, aka PREISS HEIGHTS, BLOCK 11			ACREAGE:	1.43
PREPARED BY:	GREG W. JOHNSON, P.E. F#002585	SCALE:	1"=40'	DATE:	8/29/2025
				REVISED:	

DESIGN DRAWINGS



DIMENSIONAL DATA

MODEL	A	B	C	D
500NC3-500	12'-2"	60"	10"	75"
500NC3-750	13'-5"	60"	10"	75"
600NC3	12'-7"	60"	10"	82"



F-2585

1708
08/29/28

TANK NOTES:

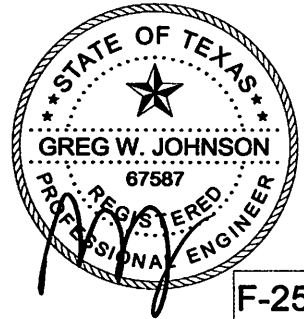
Tanks must be set to allow a minimum of 1/8" per foot fall from the residence.

Tightlines to the tank shall be SCH-40 PVC.

A two way sanitary tee is required between residence and tank.

A minimum of 4" of sand, sandy loam, clay loam free of rock shall be placed under and around tanks

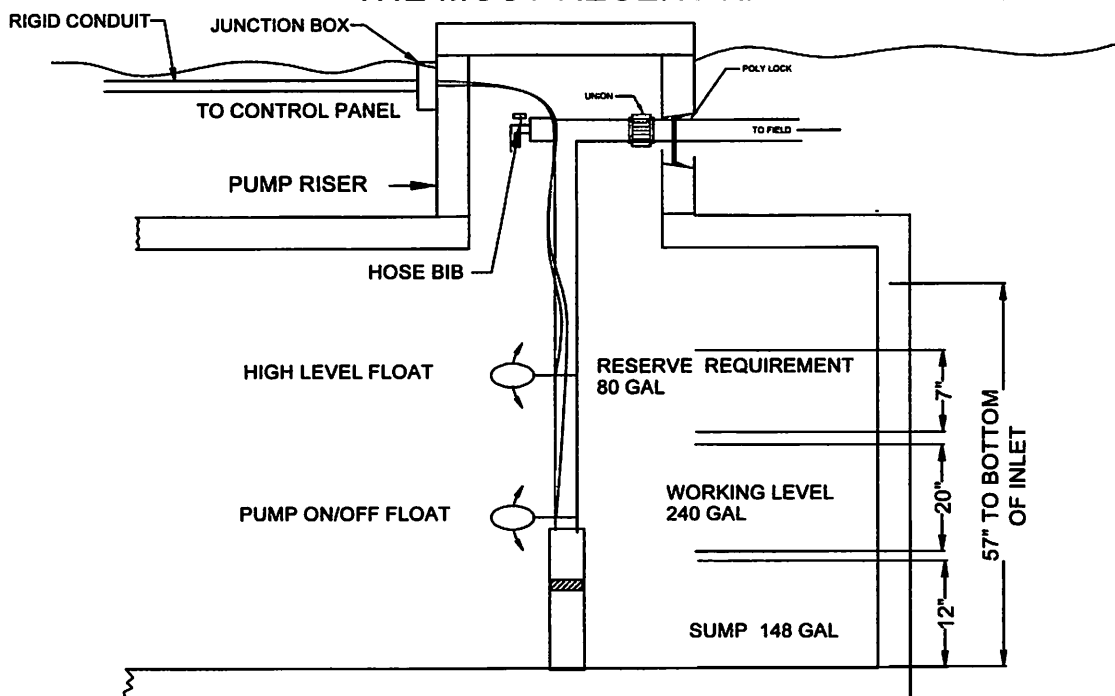
Tanks must be left uncovered and full of water for inspection by the permitting authority.



F-2585

08/29/28

ALL WIRING MUST BE IN COMPLIANCE WITH
THE MOST RECENT NATIONAL ELECTRIC CODE



TYPICAL PUMP TANK CONFIGURATION
CLEARSTREAM 600NC3T W/ 700 GAL PUMP TANK

OPERATION

1. The pump must be submerged at all times during normal operation. Do not run pump dry.
2. Make sure that the float switches are set so that the pump stops before the pump runs dry or breaks suction. If necessary, adjust float switches to achieve this.
3. The motor bearings are lubricated internally. No maintenance is required or possible on the pump.

Table 1: Recommended Fusing Data
60 Hz/1 Phase 2-Wire Cable

Model	HP	Volt/Hz/ Phase	Max Load Amps	Locked Rotor Amps	Fuse Size Standard/ Dual Element
P10D	1/2	115/60/1	11.0	30.0	15
P20D	1/2	115/60/1	9.5	30.0	15
P30D	1/2	115/60/1	9.5	30.0	15



Figure 1: Insert a piece of 3" PVC pipe in the bottom of the motor to raise the pump in the tank.

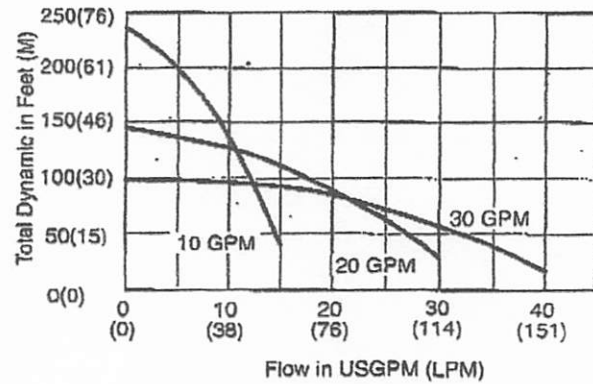


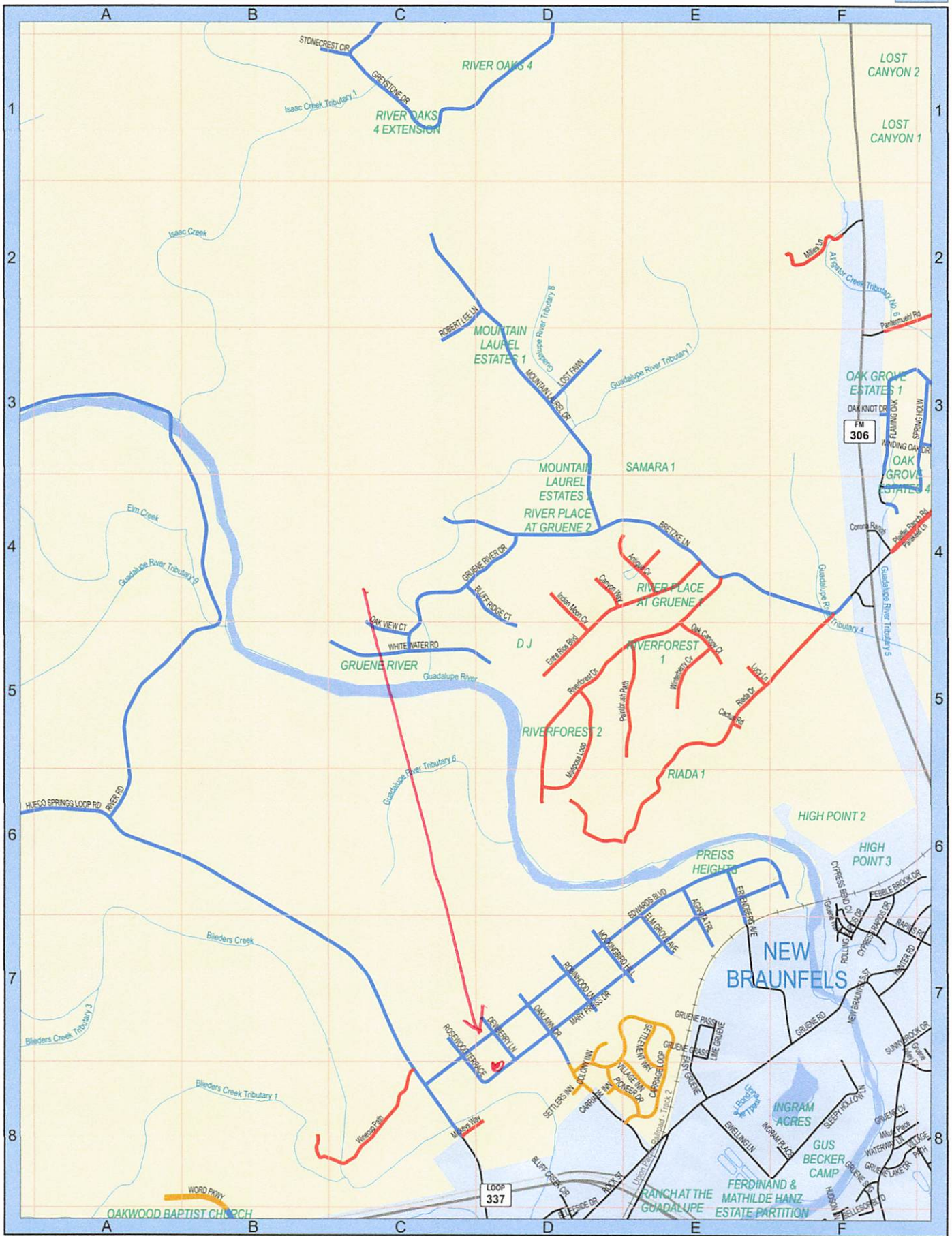
Figure 2: Performance in Feet of Head at Gallons Per Minute (GPM/LPM).

LOW ANGLE NOZZLE PERFORMANCE CHART

Nozzle	PSI	Radius	GPM
#1	30	22'	1.5
	40	24'	1.7
	50	26'	1.8
	60	28'	2.0
#3	30	29'	3.0
	40	32'	3.1
	50	35'	3.5
	60	37'	3.8
#4	30	31'	3.4
	40	34'	3.9
	50	37'	4.4
	60	38'	4.7
#6	40	38'	6.5
	50	40'	7.3
	60	42'	8.0
	70	44'	8.6

KRAIN
K-2 Plus

*



SEE PAGE 60

Revised

11/17/2025 8:14:51 AM

1.427 ACRES OF LAND SITUATED IN THE J.M. VERAMENDI SURVEY
NO. 2, COMAL COUNTY, TEXAS, BEING THE SAME TRACT CALLED
1.43 ACRES, RECORDED IN DOC. NO. 202506007766, OFFICIAL
PUBLIC RECORDS OF COMAL COUNTY, TEXAS.

SURVEY NOTES:

THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT.

THIS SURVEYOR HAS NOT CONDUCTED A TITLE SEARCH TO DEPICT OTHER MATTERS OF RECORD, SUCH AS EASEMENTS, SETBACKS, RESTRICTIONS OR OTHER ENCUMBRANCES THAT MAY AFFECT THIS PROPERTY.

NO ATTEMPT HAS BEEN MADE TO LOCATE ANY IMPROVEMENTS, EASEMENTS, OR RIGHTS OF WAY NOT SHOWN HEREON.

BEARINGS SHOWN HEREON ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH CENTRAL ZONE (4204), NAD 83 (NA2011) EPOCH 2010.00.

FENCES SHOWN HEREON ARE GRAPHIC ONLY, WITH DIMENSIONAL TIES SHOWN AT SPECIFIC LOCATIONS WHERE THEY WERE PHYSICALLY MEASURED. THE FENCE LINE MAY MEANDER BETWEEN SAID MEASURED LOCATIONS. THE DIMENSIONS SHOWING THE DISTANCE BETWEEN THE FENCE AND THE PROPERTY LINE ALSO INDICATES WHICH SIDE OF THE PROPERTY LINE THE FENCE IS ON.

A METES & BOUNDS DESCRIPTION OF THIS TRACT WAS CREATED IN CONJUNCTION WITH THIS SURVEY.

REFERENCE NEW BRAUNFELS TITLE COMPANY-MAIN, TITLE COMMITMENT, OF NO. NB-4846-25 EFFECTIVE DATE 05/12/2025

REFERENCE RESTRICTIONS RECORDED IN:

THE FOLLOWING RESTRICTIVE COVENANTS OF RECORD ITEMIZED BELOW:

1. VOLUME 105, PAGES 314-317, AND VOLUME 167, PAGE 30, DEED RECORDS, COMAL COUNTY, TEXAS.

10. THE FOLLOWING MATTERS AND ALL TERMS OF THE DOCUMENTS CREATING OR OFFERING EVIDENCE OF THE MATTERS (WE MUST INSERT MATTERS OR DELETE THIS EXCEPTION):

10(a). RIGHTS OF PARTIES IN POSSESSION. (OWNER'S TITLE POLICY ONLY.)

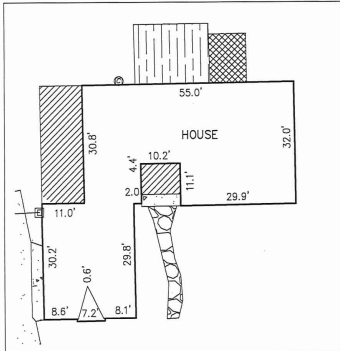
10(c). ANY ENCROACHMENT, ENCUMBRANCE, VIOLATION, VARIATION, OR ADVERSE CIRCUMSTANCE AFFECTING THE TITLE THAT WOULD BE DISCLOSED BY AN ACCURATE AND COMPLETE LAND SURVEY OF THE LAND. (NOTE: UPON RECEIPT OF A SURVEY ACCEPTABLE TO THE COMPANY, THIS EXCEPTION WILL BE DELETED. COMPANY RESERVES THE RIGHT TO ADD ADDITIONAL EXCEPTIONS PER ITS EXAMINATION OF SAID SURVEY.)

10(d). ANY PORTION OF THE SUBJECT PROPERTY LYING WITHIN THE BOUNDARIES OF ROAD OR ROADWAY WHETHER DEDICATED OR NOT.

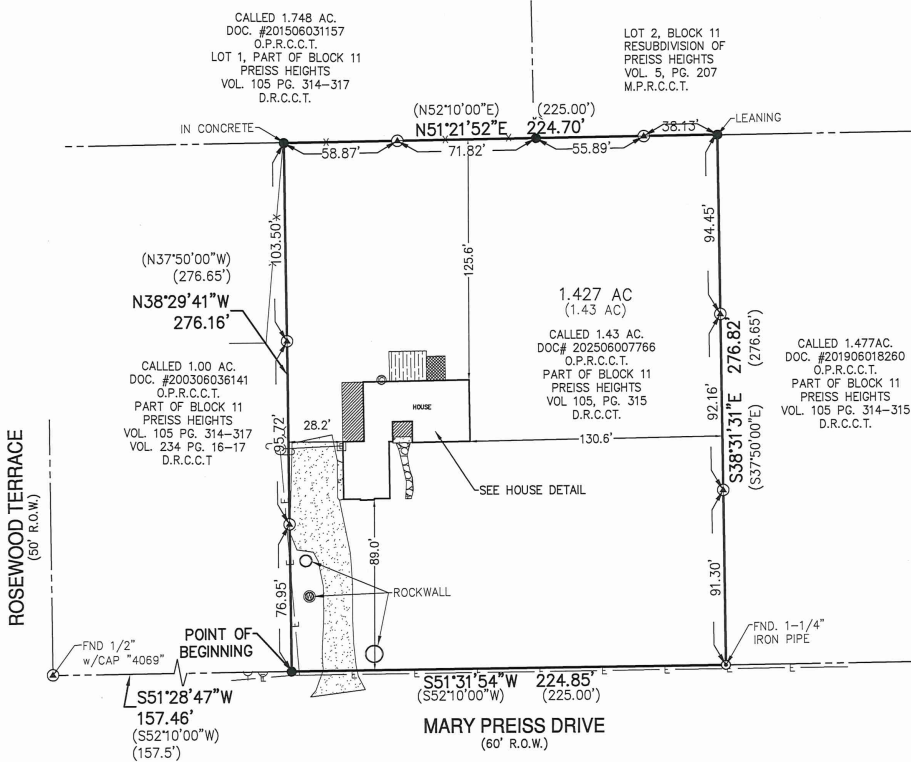
10(e). EASEMENT AND RIGHT OF WAY TO COMAL POWER COMPANY RECORDED SEPTEMBER 3, 1925 IN VOLUME 51, PAGE 427 OF THE DEED RECORDS, COMAL COUNTY, TEXAS. (UNABLE TO LOCATE)

LEGEND:

- = FND. 1/2" IRON PIN UNLESS OTHERWISE NOTED
- ⊙ = SET 60D NAIL
- ⊙ = FND. 1/4" PIPE
- R.O.W. = RIGHT-OF-WAY
- () = RECORD CALLS
- ⊙ = CLEAN OUT
- ⊙ = WELL
- ⊙ = POWER POLE
- ⊙ = LIGHT POLE
- ⊙ = GUY ANCHOR
- ⊙ = ELECTRIC METER
- ⊙ = CONCRETE
- ⊙ = COVERED CONCRETE
- ⊙ = WOOD DECK
- ⊙ = FLAG STONE IN CONC
- ⊙ = GRAVEL
- ⊙ = COVERED WOOD DECK
- ⊙ = OVERHEAD ELECTRIC
- ⊙ = BARBED WIRE FENCE
- O.P.R.C.C.T. = OFFICIAL PUBLIC RECORDS, COMAL COUNTY, TEXAS
- D.R.C.C.T. = DEED RECORDS, COMAL COUNTY, TEXAS



SCALE: 1"=60'



771 MARY PREISS DRIVE
NEW BRAUNFELS, TEXAS

THIS SURVEY IS CERTIFIED TO:
STEPHEN J. HESSE, NEW
BRAUNFELS TITLE
COMPANY-MAIN

I HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THIS SURVEY IS TRUE AND CORRECT ACCORDING TO AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY SUPERVISION AND THAT ALL OBSERVABLE EVIDENCE OF EASEMENTS ON THE GROUND ARE SHOWN AND ALL OBSERVABLE EVIDENCE OF BUILDINGS, STRUCTURES AND OTHER IMPROVEMENTS SITUATED ON THE ABOVE PREMISES ARE SHOWN

THIS 22ND DAY OF MAY 2025
06-09-2025 ADD TITLE COMMITMENT

DOUGLAS B. COTTLE
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 6149



290 S. CASTELL AVE., STE. 100
NEW BRAUNFELS, TX 78130
TBPES FIRM F-10961
TBPES FIRM 10153600

DRAWN BY: J. KRB
FIELD CREW: C.J.

2c



202506087765 03/18/2025 04:14:39 PM 1/2

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS:
YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

AFFIDAVIT OF DEATH

BEFORE ME, the undersigned authority, on this day personally appeared **WENDY L. OTTEN**, known to me to be a credible person, who being by me duly sworn on her oath deposed and said:

MICHAEL K. OTTEN executed a **LADY BIRD DEED** dated **October 18, 2024** and recorded in **Document No. 202406001655**, Official Public Records of Comal County, Texas. Said Deed concerned the following property:

All that certain tract, piece or parcel of land lying and situated in Comal County, Texas, being **part of Block No. 11, PREISS HEIGHTS**, as per map or plat recorded in **Volume 105, Page 315**, Comal County, Texas Deed Records and being more particularly described by metes and bounds on **Exhibit "A"** attached hereto and made a part hereof.

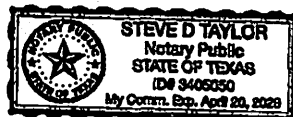
The said **MICHAEL K. OTTEN** is dead, having died on **January 31, 2025**, in Comal County, Texas. The Decedent **MICHAEL K. OTTEN** was my father.

DATED this 18 day of March, 2025.

Wendy L. Otten
WENDY L. OTTEN

STATE OF TEXAS
COUNTY OF COMAL

This instrument was sworn to and acknowledged before me on this the 18 day of March, 2025, by **WENDY L. OTTEN**.



Steve D Taylor
Notary Public in and for the State of Texas

Exhibit "A"

All that certain tract, piece or parcel of land lying and situated in Comal County, Texas, being part of Block No. 11, PREISS HEIGHTS, as per map or plat recorded in Volume 105, Page 315, Comal County Deed Records; said portion being described by metes and bounds as follows:

BEGINNING at a point in North West line of Mary Preiss Drive and in South East line of Block No. 11, for South corner of this portion, said point being North 52° 10' East 57.5 feet from South corner of Block No. 11; THENCE North 37° 50' West parallel with and 157.5 feet distant from South West line of Block No. 11, 276.65 feet to a stake for West corner of this portion; THENCE North 52° 10' East 225 feet to a stake for North corner of this portion; THENCE South 37° 50' East 276.65 feet to point in North West line of Mary Preiss Drive and the South East line of Block No. 11, for East corner of this portion; THENCE South 52° 10' West along the North West line of Mary Preiss Drive to the PLACE OF BEGINNING; and, containing 1.43 acres of land out of the J. M. Veramendi Survey No. Two (2) in Comal County, Texas; and,

BEING described in accordance with field notes furnished by R. S. Jahn, Land Surveyor, from Survey made on the ground February 8, 1960; and being the same property conveyed by James W. Voss, et ux to Joe E. Moehring, et ux by Deed dated June 17, 1967 and recorded in Volume 156, pages 49-50 of the Deed Records of Comal County, Texas, reference to which is here made for all purposes.

Filed and Recorded
Official Public Records
Bobbie Koepf, County Clerk
Comal County, Texas
03/18/2025 04:14:39 PM
MARY 2 Page(s)
202506007765



Bobbie Koepf

2/c



202506001655 01/16/2025 02:04:50 PM 1/2

LADY BIRD DEED

This Deed is made on this day of (Date) 10-18-24, between Grantor, **MICHAEL K. OTTEN** of address 771 Mary Priess Dr., New Braunfels, Texas 78130 and the Grantee Beneficiaries 50% ownship to **JEFFREY M. OTTEN** of address 1487 Elm Creek Rd., New Braunfels, Texas 78132 and 50% ownership to **WENDY L. OTTEN** of address 771 Mary Priess Dr., New Braunfels, Texas 78130.

For good and valuable consideration paid by Grantee Beneficiaries, the receipt of which is hereby acknowledged, the Grantor does transfer and convey the following described property to Grantee Beneficiary effective on Grantor's death:

Property Address: 771 Mary Priess Dr., New Braunfels, Texas 78130

Legal Description Preiss Heights, Part of Block 11. Described to-wit:

All that certain tract, piece or parcel of land lying and situated in Comal County, Texas, being part of Block No. 11, PREISS HEIGHTS, as per map or plat recorded in Volume 105, Page, 315, Comal County Deed Records; said portion being described by metes and bounds as follows:

BEGINNING at a point in North West line of Mary Preiss Drive and in South East line of Block No. 11, for South corner of this portion, said point being North 52° 10' East 57.5 feet from South corner of Block No. 11; THENCE North 37° 50' West parallel with and 157.5 feet distant from South West line of Block No. 11, 276.65 feet to a stake for West corner of this portion; THENCE North 52° 10' East 22.5 feet to a stake for North corner of this portion; THENCE South 37° 50' East 276.65 feet to point in North West line of Mary Preiss Drive and the South East line of Block No. 11, for East corner of this portion; THENCE South 52° 10' West along the North West line of Mary Preiss Drive to the PLACE OF BEGINNING; and, containing 1.43 acres of land out of the J. M. Veramendi Survey No. Two (2) in Comal County, Texas; and, BEING described in accordance with field notes furnished by R. S. Jahn, Land Surveyor, from Survey made on the ground February 8, 1860; and being the same property conveyed by James W. Voss, et ux to Joe E. Moehring, et ux by Deed dated June 17, 1967 and recorded in Volume 156, pages 49-50 of the Deed Records of Comal County, Texas, reference to which is here made for all purposes.

TO HAVE AND TO HOLD the above-described premises, with all the appurtenances and privileges thereto belonging, unto the said Grantees, their heirs, successors, and assigns forever. The property shall be divided as 50% to JEFFREY M. OTTEN and 50% to WENDY L. OTTEN.

The Grantor reserves a life estate for himself during the Grantor's lifetime coupled with an unrestricted power to convey during the Grantor's lifetime, which the power to sell, gift, mortgage, lease and otherwise dispose of the property, and to retain the proceeds from the conveyance.

EXECUTED this day of 10-18-24, 2024

Grantors Name: MICHAEL K. OTTEN

Grantors Signature: *Michael K. Otten*

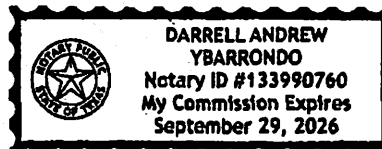
STATE OF TEXAS

^{day 10/18/24}
COUNTY OF ~~BEXAR~~ Hays

On this day, personally appeared before me, MICHAEL K. OTTEN, to me known to be the person described in and who executed the within instrument, and acknowledged that she signed the same as her voluntary act and deed, for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed on this day of October 10th, 2024.

Notary's Public Signature: *Darrell Andrew Ybarondo*



Filed and Recorded
Official Public Records
Bobbie Koepp, County Clerk
Comal County, Texas
01/16/2025 02:04:50 PM
MARY 2 Page(s)
202506001655



Bobbie Koepp

CCEO
COPY

12597

920

Prepared by the State Bar of Texas for use by lawyers only. Revised 1-1-76.
Revised as to interest and to include grantee's address (art. 6626, RCS) 1-1-82.
Revised as to sale on default (§ 51.002, Prop. Code) 10-83.

0595 0047

313263

DEED OF TRUST

FILED FOR RECORD

1987 OCT -2 PM 1:47

THE STATE OF TEXAS
COUNTY OF COMAL

KNOW ALL MEN BY THESE PRESENTS: ROSIE HOLMERY
COUNTY OF COMAL

BY Lately Hanks
#11

That MICHAEL K. OTTEN and wife, PATRICIA JEAN OTTEN

of Comal County, Texas, hereinafter called Grantors (whether one or more) for the purpose of securing the indebtedness hereinafter described, and in consideration of the sum of TEN DOLLARS (\$10.00) to us in hand paid by the Trustee hereinafter named, the receipt of which is hereby acknowledged, and for the further consideration of the uses, purposes and trusts hereinafter set forth, have granted, sold and conveyed, and by these presents do grant, sell and convey unto GARY W. JAVORE, Trustee, of Bexar County, Texas, and his substitutes or successors, all of the following described property situated in Comal County, Texas, to-wit:

All that certain piece or parcel of land containing 1.43 acres, being part of Block No. 11, of PREISS HEIGHTS, in Comal County, Texas, as per plat recorded in Volume 105, page 315, Comal County Deed Records, being more particularly described in Exhibit "A".

TO HAVE AND TO HOLD the above described property, together with the rights, privileges and appurtenances thereto belonging unto the said Trustee, and to his substitutes or successors forever. And Grantors do hereby bind themselves, their heirs, executors, administrators and assigns to warrant and forever defend the said premises unto the said Trustee, his substitutes or successors and assigns forever, against the claim, or claims, of all persons claiming or to claim the same or any part thereof.

This conveyance, however, is made in TRUST to secure payment of a _____ promissory note _____ of even date herewith in the principal sum of TEN THOUSAND FOUR HUNDRED AND NO/100

Dollars (\$ 10,400.00)

executed by Grantors, payable to the order of DONALD TAYLOR

in the City of San Antonio Bexar County, Texas, as follow, to-wit:
as therein provided.

Said note expressly providing that the same shall be and remain secondary and inferior to the lien securing that one certain other note dated April 24, 1975, in the original principal amount of \$25,000.00, executed by MICHAEL K. OTTEN and PATRICIA J. OTTEN more particularly described in a Deed of Trust recorded in Vol. 128, Pg. 608 of the Comal County Deed of Trust Records.

0595 0048
bearing interest as therein stipulated, providing for acceleration of maturity and for Attorney's fees;

Should Grantors do and perform all of the covenants and agreements herein contained, and make prompt payment of said indebtedness as the same shall become due and payable, then this conveyance shall become null and void and of no further force and effect, and shall be released at the expense of Grantors, by the holder thereof, hereinafter called Beneficiary (whether one or more).

Grantors covenant and agree as follows:

That they are lawfully seized of said property, and have the right to convey the same; that said property is free from all liens and encumbrances, except as herein provided.

To protect the title and possession of said property and to pay when due all taxes and assessments now existing or hereafter levied or assessed upon said property, or the interest therein created by this Deed of Trust, and to preserve and maintain the lien hereby created as a first and prior lien on said property including any improvements hereafter made a part of the realty.

To keep the improvements on said property in good repair and condition, and not to permit or commit any waste thereof; to keep said buildings occupied so as not to impair the insurance carried thereon.

To insure and keep insured all improvements now or hereafter created upon said property against loss or damage by fire and wind-storm, and any other hazard or hazards as may be reasonably required from time to time by Beneficiary during the term of the indebtedness hereby secured, to the extent of the original amount of the indebtedness hereby secured, or to the extent of the full insurable value of said improvements, whichever is the lesser, in such form and with such Insurance Company or Companies as may be approved by Beneficiary, and to deliver to Beneficiary the policies of such insurance having attached to said policies such mortgage indemnity clause as Beneficiary shall direct; to deliver renewals of such policies to Beneficiary at least ten (10) days before any such insurance policies shall expire; any proceeds which Beneficiary may receive under any such policy, or policies, may be applied by Beneficiary, at his option, to reduce the indebtedness hereby secured, whether then matured or to mature in the future, and in such manner as Beneficiary may elect, or Beneficiary may permit Grantors to use said proceeds to repair or replace all improvements damaged or destroyed and covered by said policy.

That in the event Grantors shall fail to keep the improvements on the property hereby conveyed in good repair and condition, or to pay promptly when due all taxes and assessments, as aforesaid, or to preserve the prior lien of this Deed of Trust on said property, or to keep the buildings and improvements insured, as aforesaid, or to deliver the policy, or policies, of insurance or the renewal thereof to Beneficiary, as aforesaid, then Beneficiary may, at his option, but without being required to do so, make such repairs, pay such taxes and assessments, purchase any tax title thereon, remove any prior liens, and prosecute or defend any suits in relation to the preservation of the prior lien of this Deed of Trust on said property, or insure and keep insured the improvements thereon in an amount not to exceed that above stipulated; that any sums which may be so paid out by Beneficiary and all sums paid for insurance premiums, as aforesaid, including the costs, expenses and Attorney's fees paid in any suit affecting said property when necessary to protect the lien hereof shall bear interest from the dates of such payments at the rate stated in said note and shall be paid by Grantors to Beneficiary upon demand, at the same place at which said note is payable, and shall be deemed a part of the debt hereby secured and recoverable as such in all respects.

That in the event of default in the payment of any installment, principal or interest, of the note hereby secured, in accordance with the terms thereof, or of a breach of any of the covenants herein contained to be performed by Grantors, then and in any of such events Beneficiary may elect, Grantors hereby expressly waiving presentment and demand for payment, to declare the entire principal indebtedness hereby secured with all interest accrued thereon and all other sums hereby secured immediately due and payable, and in the event of default in the payment of said indebtedness when due or declared due, it shall thereupon, or at any time thereafter, be the duty of the Trustee, or his successor or substitute as hereinafter provided, at the request of Beneficiary (which request is hereby conclusively presumed), to enforce this trust; and after advertising the time, place and terms of the sale of the above described and conveyed property, then subject to the lien hereof, and mailing and filing notices as required by section 51.002, Texas Property Code, as then amended (successor to article 3810, Texas Revised Civil Statutes), and otherwise complying with that statute, the Trustee shall sell the above described property, then subject to the lien hereof, at public auction in accordance with such notices on the first Tuesday in any month between the hours of ten o'clock A.M. and four o'clock P.M., to the highest bidder for cash, selling all of the property as an entirety or in such parcels as the Trustee acting may elect, and make due conveyance to the Purchaser or Purchasers, with general warranty binding Grantors, their heirs and assigns; and out of the money arising from such sale, the Trustee acting shall pay first, all the expenses of advertising the sale and making the conveyance, including a commission of five percent (5%) to himself, which commission shall be due and owing in addition to the Attorney's fees provided for in said note, and then to Beneficiary the full amount of principal, interest, Attorney's fees and other charges due and unpaid on said note and all other indebtedness secured hereby, rendering the balance of the sales price, if any, to Grantors, their heirs or assigns; and the recitals in the conveyance to the Purchaser or Purchasers shall be full and conclusive evidence of the truth of the matters therein stated, and all prerequisites to said sale shall be presumed to have been performed, and such sale and conveyance shall be conclusive against Grantors, their heirs and assigns.

It is agreed that in the event a foreclosure hereunder should be commenced by the Trustee, or his substitute or successor, Beneficiary may at any time before the sale of said property direct the said Trustee to abandon the sale, and may then institute suit for the collection of said note, and for the foreclosure of this Deed of Trust lien; it is further agreed that if Beneficiary should institute a suit for the collection thereof, and for a foreclosure of this Deed of Trust lien, that he may at any time before the entry of a final judgment in said suit dismiss the same, and require the Trustee, his substitute or successor to sell the property in accordance with the provisions of this Deed of Trust.

Beneficiary, if he is the highest bidder, shall have the right to purchase at any sale of the property, and to have the amount for which such property is sold credited on the debt then owing.

Beneficiary in any event is hereby authorized to appoint a substitute trustee, or a successor trustee, to act instead of the Trustee named herein without other formality than the designation in writing of a substitute or successor trustee; and the authority hereby conferred shall extend to the appointment of other successor and substitute trustees successively until the indebtedness hereby secured has been paid in full, or until said property is sold hereunder, and each substitute and successor trustee shall succeed to all of the rights and powers of the original trustee named herein.

In the event any sale is made of the above described property, or any portion thereof, under the terms of this Deed of Trust, Grantors, their heirs and assigns, shall forthwith upon the making of such sale surrender and deliver possession of the property so sold to the Purchaser at such sale, and in the event of their failure to do so they shall thereupon from and after the making of such sale be and continue as tenants at will of such Purchaser, and in the event of their failure to surrender possession of said property upon demand, the Purchaser, his heirs or assigns, shall be entitled to institute and maintain an action for forcible detainer of said property in the Justice of the Peace Court in the Justice Precinct in which such property, or any part thereof, is situated.

It is agreed that the lien hereby created shall take precedence over and be a prior lien to any other lien of any character whether vendor's, materialmen's or mechanic's lien hereafter created on the above described property, and in the event the proceeds of the indebtedness secured hereby as set forth herein are used to pay off and satisfy any liens heretofore existing on said property, then Beneficiary is, and shall be, subrogated to all of the rights, liens and remedies of the holders of the indebtedness so paid.

It is further agreed that if Grantors, their heirs or assigns, while the owner of the hereinabove described property, should commit an act of bankruptcy, or authorize the filing of a voluntary petition in bankruptcy, or should an act of bankruptcy be committed and involuntary proceedings instituted or threatened, or should the property hereinabove described be taken over by a Receiver for Grantors, their heirs or assigns, the note hereinabove described shall, at the option of Beneficiary, immediately become due and payable, and the acting Trustee may then proceed to sell the same under the provisions of this Deed of Trust.

CCEO
COPY

As further security for the payment of the hereinabove described indebtedness, Grantors hereby transfer, assign, and convey unto Beneficiary all rents issuing or to hereafter issue from said real property, and in the event of any default in the payment of said note or hereunder, Beneficiary, his agent or representative, is hereby authorized, at his option, to collect said rents, or if such property is vacant to rent the same and collect the rents, and apply the same, less the reasonable costs and expenses of collection thereof, to the payment of said indebtedness, whether then matured or to mature in the future, and in such manner as Beneficiary may elect. The collection of said rents by Beneficiary shall not constitute a waiver of his right to accelerate the maturity of said indebtedness nor of his right to proceed with the enforcement of this Deed of Trust.

It is agreed that an extension, or extensions, may be made of the time of payment of all, or any part, of the indebtedness secured hereby, and that any part of the above described real property may be released from this lien without altering or affecting the priority of the lien created by this Deed of Trust in favor of any junior encumbrancer, mortgagee or purchaser, or any person acquiring an interest in the property hereby conveyed, or any part thereof; it being the intention of the parties hereto to preserve this lien on the property herein described and all improvements thereon, and that may be hereafter constructed thereon, first and superior to any liens that may be placed thereon, or that may be fixed, given or imposed by law thereon after the execution of this instrument notwithstanding any such extension of the time of payment, or the release of a portion of said property from this lien.

In the event any portion of the indebtedness hereinabove described cannot be lawfully secured by this Deed of Trust lien on said real property, it is agreed that the first payments made on said indebtedness shall be applied to the discharge of that portion of said indebtedness.

Beneficiary shall be entitled to receive any and all sums which may become payable to Grantors for the condemnation of the hereinabove described real property, or any part thereof, for public or quasi-public use, or by virtue of private sale in lieu thereof, and any sums which may be awarded or become payable to Grantors for damages caused by public works or construction on or near the said property. All such sums are hereby assigned to Beneficiary, who may, after deducting therefrom all expenses actually incurred, including attorney's fees, release same to Grantors or apply the same to the reduction of the indebtedness hereby secured, whether then matured or to mature in the future, or on any money obligation hereunder, as and in such manner as Beneficiary may elect. Beneficiary shall not be, in any event or circumstances, liable or responsible for failure to collect, or exercise diligence in the collection of, any such sums.

Nothing herein or in said note contained shall ever entitle Beneficiary, upon the arising of any contingency whatsoever, to receive or collect interest in excess of the highest rate allowed by the laws of the State of Texas on the principal indebtedness hereby secured or on any money obligation hereunder and in no event shall Grantors be obligated to pay interest thereon in excess of such rate.

If this Deed of Trust is executed by only one person or by a corporation the plural reference to Grantors shall be held to include the singular, and all of the covenants and agreements herein undertaken to be performed by and the rights conferred upon the respective Grantors named herein, shall be binding upon and inure to the benefit of not only said parties respectively but also their respective heirs, executors, administrators, grantees, successors and assigns.

Grantors expressly represent that this Deed of Trust and the Note hereby secured are given for the following purpose, to-wit: The note hereby secured is given in part payment for certain repairs and improvements to be made and erected for Grantors at their special instance and request, by the payee in said note, upon the herein described real property, and the lien securing said note is an improvement lien against the said property.

Michael K. Otten
MICHAEL K. OTTEN
Patricia Jean Otten
PATRICIA JEAN OTTEN

EXECUTED this 30th

day of

September

A. D. 1987

CCEO
COPY

0595 0050

Mailing address of trustee:

Name: GARY W. JAVORE

Address:
JOHNSON & CHRISTOPHER
5802 N.W. EXPRESSWAY
SAN ANTONIO, TEXAS 78201

Mailing address of each beneficiary:

Name: DONALD TAYLOR
Address: 15103 Spring Bluff
San Antonio, TX 78201

Name:
Address:

(Acknowledgment)

STATE OF TEXAS
COUNTY OF }

This instrument was acknowledged before me on the
by MICHAEL K. OTTEN and PATRICIA JEAN OTTEN

30th

day of September

, 1987



Dean Fowler
Notary Public, State of Texas

Notary's name (printed): DEAN FOWLER

Notary's commission expires: 4-15-89

(Acknowledgment)

STATE OF TEXAS
COUNTY OF }

This instrument was acknowledged before me on the
by

day of

, 19

Notary Public, State of Texas
Notary's name (printed):

Notary's commission expires:

(Corporate Acknowledgment)

STATE OF TEXAS
COUNTY OF }

This instrument was acknowledged before me on the

day of

, 19

by
of
a

corporation, on behalf of said corporation.

Notary Public, State of Texas
Notary's name (printed):

Notary's commission expires:

AFTER RECORDING RETURN TO:
GARY W. JAVORE

JOHNSON & CHRISTOPHER
5802 N.W. EXPRESSWAY
SAN ANTONIO, TEXAS 78201

CCTC - 12597

PREPARED IN THE LAW OFFICE OF:

JOHNSON & CHRISTOPHER
5802 N.W. EXPRESSWAY
SAN ANTONIO, TEXAS 78201

CCEO
COPY

0595 0051

EXHIBIT "A"

BEGINNING at a point in Northwest line of Mary Preiss Drive and in Southeast line of Block 11, for South corner of this portion, said point being N. $52^{\circ} 10'$ E 57.5 feet from South corner of Block No. 11;

THENCE N. $37^{\circ} 50'$ W. parallel with and 157.5 feet distant from Southwest line of Block No. 11, 276.65 feet to a stake for West corner of this portion;

THENCE N. $52^{\circ} 10'$ E. 225 feet to a stake for North corner of this portion;

THENCE S $37^{\circ} 50'$ E. 276.65 feet to a point in Northwest line of Mary Preiss Drive and the Southeast line of Block No. 11, for East corner of this portion;

THENCE S. $52^{\circ} 10'$ W. along the Northwest line of Mary Preiss Drive to the PLACE OF BEGINNING, and containing 1.43 acres of land out of the J.M. Veramendi Survey No. 2.



COMAL COUNTY
ENGINEER'S OFFICE

**OSSF DEVELOPMENT APPLICATION
CHECKLIST**

Staff will complete shaded items

--	--

Date Received

Initials

119175

Permit Number

Instructions:

Place a check mark next to all items that apply. For items that do not apply, place "N/A". This OSSF Development Application Checklist **must** accompany the completed application.

OSSF Permit

- ☒ Completed Application for Permit for Authorization to Construct an On-Site Sewage Facility and License to Operate
- ☒ Site/Soil Evaluation Completed by a Certified Site Evaluator or a Professional Engineer
- ☒ Planning Materials of the OSSF as Required by the TCEQ Rules for OSSF Chapter 285. Planning Materials shall consist of a scaled design and all system specifications.
- ☒ Required Permit Fee - See Attached Fee Schedule
- ☒ Copy of Recorded Deed
- ☒ Surface Application/Aerobic Treatment System
 - ☒ Recorded Certification of OSSF Requiring Maintenance/Affidavit to the Public
 - ☒ Signed Maintenance Contract with Effective Date as Issuance of License to Operate

I affirm that I have provided all information required for my OSSF Development Application and that this application constitutes a completed OSSF Development Application.

Signature of Applicant

11/11 /2025

Date

___ COMPLETE APPLICATION	
Check No. _____	Receipt No. _____

INCOMPLETE APPLICATION
___ (Missing Items Circled, Application Refused)