

# Board of County Commissioners Leon County, Florida

## Policy No. 19-4

Title:	Springs Restoration Grants and Septic System Upgrades Policy
Date Adopted:	April 9, 2024
Effective Date:	April 9, 2024
Reference:	N/A
Policy Superseded:	Policy No. 19-4 “Springs Restoration Grants and Septic System Upgrades Policy” adopted July 9, 2019; revised April 12, 2022

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It shall be policy of the Board of County Commissioners of Leon County, Florida (the “Board”) that Policy No. 19-4, “Springs Restoration Grants and Septic System Upgrades Policy,” adopted by the Board on April 12, 2022 is hereby amended, and a revised policy is adopted in its place, to wit:

### **Section 1. Purpose and Intent**

- A. The purpose of this policy is to provide a procedure for expending the Springs Restoration Grant Funds and associated local match for the Septic System Upgrades Program. The use of the Grant Funds and local match are to assist property owners in the Wakulla Springs Priority Focus Area to upgrade existing septic systems to advanced treatment for nitrogen removal in compliance with the Upper Wakulla River and Wakulla Springs Basin Management Action Plan (BMAP).
- B. The intent of this policy is to develop eligibility and implementation criteria for selection of upgrade sites.

### **Section 2. Program Eligibility**

- A. Eligible properties for consideration of funding are those with existing on-site sewage treatment and disposal systems (OSTDS), also known as septic systems. Funding shall be limited to replacement of the OSTDS supporting existing, currently habitable structures on a parcel of record.
- B. Properties shall be located within Leon County’s portion of the BMAP Priority Focus Area adopted by the Florida Department of Environmental Protection (FDEP).
- C. Properties shall be located in Leon County.

**Section 3.  
Program Selection Criteria**

- A. Wilkinson Woods Subdivision. Initial priority shall be given to properties located in the Wilkinson Woods Subdivision as designated in the original grant agreement before soliciting participation from other properties within the Priority Focus Area.
- B. Failing system. Priority shall be given to properties with documented failing OSTDS.
- C. Density of property. Priority shall be given to properties commensurate with the number of existing OSTDS per acre on the parcel of record.
- D. Age of system. Priority shall be given to properties proportionate with the age of the existing OSTDS.
- E. Target areas. Priority shall be given to properties located in target areas identified in the Comprehensive Wastewater Treatment Facilities Plan (CWTFP).

**Section 4.  
Program Funding**

- A. Funding from the State of Florida's Springs Restoration Grant for Advanced Septic Systems Pilot Project is to be utilized for the placement of passive treatment systems such as the In-ground Nitrogen-reducing Biofilters.
- B. Funding from the State of Florida's Septic Upgrade Incentive Program will be used for upgrades to existing septic systems within the Wakulla Springs PFA Priority Focus Area and target areas identified in the CWTFP to include nitrogen reducing enhancements approved by the Florida Department of Health.
- C. Future funding is anticipated to be augmented by FDEP allocations for Septic Systems Upgrades. These future grants may require up to 50% local match dollars. Replacement system technology will be selected based on site-appropriateness and cost-effectiveness.

**Section 5.  
Program Implementation – Advanced Septic Systems Pilot Program**

- A. Applications for assistance were accepted starting in Fall 2019 and will continue through completion of the program. They shall be reviewed monthly and prioritized in accordance with Criteria listed in Section 3.
- B. A list of funding requests shall be maintained by staff.
- C. Property owners participating in the Advanced Systems Pilot Project will be requested to agree to a one-year sampling effort by FDEP staff.

- D. System installers will be under direct contract with Leon County, where property owners have granted permission for access.
- E. Operation and maintenance of advanced systems shall be the responsibility of property owners upon completion of the project installation.

**Section 6.**  
**Program Implementation – Septic Upgrade Incentive Program**

- A. Property owners wishing to participate shall submit a complete application package, provided by and submitted to, Leon County Public Works Department Engineering Service Division.
- B. Applications for assistance shall be reviewed monthly and prioritized in accordance with Criteria listed in Section 3.
- C. A list of funding requests shall be maintained by staff.
- D. Approval from Leon County shall be received prior to the start of any work. Any expenses incurred prior to approval from Leon County may not be eligible for incentive reimbursement.
- E. System installers will be under direct contract with the property owners.
- F. Upon completion of the septic system upgrade, property owners shall submit an incentive payment request, provided by and submitted to, Leon County Public Works Department Engineering Services Division. Upon completion of the final inspection, review of the eligible expenses, and approval by Leon County, incentive payments will be provided to the property owner or directly to the certified septic installer or licensed plumber contracted by the property owner. The property owner must submit all required documentation including all paid invoices for services rendered along with proof of payment for reimbursement. The proof of payment must be a cleared bank check, credit/debit card receipt, or copy of a cashier's check.
- G. Leon County will provide incentive payments to eligible recipients up to \$7,500 per installation.
- H. Operation and maintenance of advanced systems shall be the responsibility of property owners upon completion of the project installation.

*Revised April 9, 2024*