

**LEON COUNTY
SEPTIC UPGRADE INCENTIVE PROGRAM
in the Wakulla Springs Priority Focus Area**

PROGRAM INFORMATION

Leon County has been awarded \$2.22 million in grant funding from the Florida Department of Environmental Protection (FDEP) for the Leon County Septic Upgrade Incentive Program. The program will provide incentive payments up to \$7,500 to eligible recipients within the Wakulla Springs Priority Focus Area (PFA) for voluntarily upgrading or replace an existing conventional septic system to an advanced nitrogen-reducing system. The Septic Upgrade Incentive Program is available on a first come, first serve basis until all grant funding is thoroughly exhausted.

Eligible Expenditures

The Septic Upgrade Incentive Program offers a one-time reimbursement incentive payment of up to \$7,500 per septic system, to cover eligible expenses to upgrade or replace an existing conventional septic system with advanced nitrogen-reducing components or system utilizing an FDEP approved nitrogen-reducing technology for Springs protection.

Through the Septic Upgrade Incentive Program, Homeowners will directly contract with a registered septic installer or licensed plumber to complete the work. Incentive payments will be made by Leon County only upon job completion, inspection, and final review of eligible expenses. Payment shall be made by the County directly to the registered septic installer or licensed plumber, except that if the registered septic installer or licensed plumber chosen by the Homeowner does not wish to be reimbursed by the County, the Homeowner may submit all required documentation in addition to 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.

Reimbursable costs include a registered septic installer or a licensed plumber's installation costs to upgrade or replace a Homeowner's conventional septic system to advanced nitrogen-reducing components or system. The installation costs include all Onsite Sewage Treatment and Disposal System (OSTDS) Permit fees required by Florida Department of Health-Leon County (FDOH-Leon).

For additional information, please contact Leon County Public Works by phone at (850) 606-1500 or by email at LeonCountySprings@LeonCountyFL.gov.

Resources

Verify property location eligibility at: www.LeonCountyFL.gov/SepticUpgradeIncentiveMap

More information on OSTDS systems can be found at:

https://floridadep.gov/sites/default/files/Nitrogen_Reducing_Systems_for%20Springs_Protection_0.pdf

A list of Septic Tank Contractors can be found at:

<https://www.floridahealth.gov/statistics-and-data/eh-tracking-and-reporting/septic-tank-contractors.html>

Information on advanced nitrogen-reducing systems and recommendations for a specific property can be found at:

www.LeonCountyFL.gov/Wastewater

Ineligible Applicants

- A Homeowner with unpaid and delinquent County code enforcement liens, fees, special assessments, or property taxes.
- Homeowner with the adjudication of guilt withheld for a crime which is a felony or financial mismanagement within the last two years.
- Homeowner with a residence not in an approved FDEP Area.
- Properties with availability to an existing central sanitary sewer system or in a sewer systems project under design or construction.
- Non-residential properties.

Application Process

1. The Homeowner submits a Program Application to the Leon County Public Works Department, Engineering Services Division (LCPW) in person or by mail, e-mail, or fax. The Program Application is logged into the LCPW database for tracking purposes. If the Program Application form is incomplete, LCPW will contact the applicant.
2. LCPW reviews the Program Application and notifies the Homeowner of the eligibility determination. If approved, LCPW provides a Program Information and Reimbursement Packet to the Homeowner.
3. The Homeowner contracts with a registered septic installer or licensed plumber to prepare an OSTDS Permit Application, including conducting a site evaluation and pump-out of the existing septic system necessary for the OSTDS Permit. The Homeowner pays for the OSTDS Permit preparation and associated services upfront.
4. The registered septic installer or licensed plumber prepares an estimate, including a line-item breakdown and OSTDS Permit fees, to upgrade or replace the existing conventional septic system with advanced nitrogen-reducing components or system utilizing an FDEP approved nitrogen-reducing technology for Springs protection.
5. The Homeowner reviews the estimate and either:
 - a. Enters a contract with the registered septic installer or licensed plumber (Contractor); the Homeowner is responsible for any Contract amount that exceeds the \$7,500 Program limit. The County shall not be a party to any agreement between the Homeowner and the registered septic installer or licensed plumber.
 - b. Notifies LCPW they do not wish to proceed and choose to withdraw from the Program.
6. A copy of the OSTDS Permit Application and the Contract is sent to LCPW by the Contractor or Homeowner.
7. The Contractor obtains the OSTDS Permit and sends a copy of the Approved Permit, including which technology is utilized, and associated Permit fee receipt to LCPW.
8. The Contractor installs the new components or system. Prior to covering the system with fill material, the Contractor takes photos of the newly installed system to be provided to LCPW with the Final Invoice.
9. Upon completion of the site work, the Contractor requests the FDOH-Leon inspection and notifies LCPW of the Final Inspection request.
10. The Homeowner records a Notice in the Leon County Official Records providing notice of the use of an advanced wastewater treatment technology on the site, as required by FDOH-Leon.
11. Once inspected and approved by FDOH-Leon, the Contractor submits the Program Reimbursement Packet to LCPW by mail, e-mail, or hand delivery. If the Contractor does not wish to be reimbursed by the County, the Homeowner will make final payment to the Contractor and submit the Program Reimbursement Packet to LCPW.
12. LCPW reviews the Program Reimbursement Packet and processes the payment up to \$7,500 to the Contractor, or Homeowner, as applicable.

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PROGRAM APPLICATION

Note: All owners listed on the property deed must complete the Program Application.

Owner's Full Name: _____

Co-Owner's Full Name: _____

Property Address: _____

Parcel ID Number: _____

Mailing Address (if different): _____

E-mail Address(es): _____

Phone Number: _____ Alt. Phone Number: _____

Preferred Contact Method: Phone E-Mail

Number of habitable structures on the property: _____

Number of conventional septic systems on the property to be replaced: _____

Are any of the existing septic systems documented to be failing by the Leon County Environmental Health Department? Yes No Unsure

When were the existing septic systems installed? _____

As the property owner of record, I/we hereby acknowledge that I/we have been advised of, and agree to, the following terms and conditions:

1. Leon County intends to assist Homeowners in the unincorporated area of the Wakulla Springs Priority Focus Area to upgrade or replace existing conventional septic systems to advanced nitrogen-reducing systems.

2. The Springs Restoration Grant awarded to Leon County by the Florida Department of Environmental Protection (FDEP) for the Leon County Septic Upgrade Incentive Program (Grant), will provide funds to pay for a portion of the cost to permit and install advanced nitrogen-reducing septic systems for the home(s) listed in the Program Application during the term of the Grant.
3. No work performed prior to Program Application approval from Leon County Public Works, Engineering Services Division will be eligible for reimbursement.
4. The Homeowner will select a registered septic installer or licensed plumber (Contractor) to complete the work and will contract with the registered septic installer or licensed plumber directly.
5. The cost of the Onsite Sewage Treatment and Disposal System (OSTDS) Permit Application including site evaluation and existing system pump-out is the financial obligation of the Homeowner and is to be paid upfront.
6. The Leon County Septic Upgrade Incentive Program provides reimbursement payments up to \$7,500. Contracts exceeding this amount must be paid for with Homeowner funds. At Contract signing with the Contractor, the Homeowner must make a payment to the Contractor for the Contract amount that exceeds the \$7,500 Program limit.
7. No work on the property may begin until an Onsite Sewage Treatment and Disposal System (OSTDS) Permit has been obtained from the Florida Department of Health (FDOH) Leon County Environmental Health Department.
8. The new septic system shall be an FDEP/FDOH approved nitrogen-reducing system for Springs protection.
9. The upgrade to an advanced nitrogen-reducing septic system may require a pump system design. The Grant funds will offset a portion of the initial installation costs of a pump system, if needed. However, I/we will be responsible for the future replacement, operations, and maintenance of such system if installed.
10. The Homeowner is responsible for any Operating Permits for the new septic system as required by FDEP/FDOH.
11. Payment requests must be submitted using the Program Reimbursement Packet.
12. If the following required submittals are not provided to Leon County Public Works, Engineering Services Division within the submittal timeframe requirements specified below, the Program Application will be considered withdrawn and no reimbursement funding will be provided.
 - Copy of OSTDS Permit Application submitted to Leon County Public Works, Engineering Services Division within 90 days of notification of Program Application Approval
 - Request for FDOH Final Inspection within 90 days of OSTDS Permit Approval
 - Payment Reimbursement Packet submitted to Leon County Public Works, Engineering Services Division within 30 days of FDOH Final Approval

Owner's Signature	Co-Owner's Signature
Printed Name	Printed Name
Date	Date
State ID or Driver's License Number	State ID or Driver's License Number

NOTARY PUBLIC	
STATE OF: _____	COUNTY OF: _____
<p>The foregoing was sworn to (or affirmed) and subscribed before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization this ____ day of ____, ____, by _____, who is <i>(name of person acknowledging)</i> personally known to me or who has produced _____ as identification. <i>(type of identification produced)</i></p>	
<p>_____ Signature of Notary</p>	
<p>_____ Printed Name of Notary</p>	
<p>_____ Date Commission Expires</p>	

Completed forms can be submitted to Leon County with one of the following methods.

1. Dropped off or mailed to:
Leon County Public Works Department
Engineering Services Division
2280 Miccosukee Road, Tallahassee, FL 32308
2. E-Mailed to LeonCountySprings@LeonCountyFL.gov
3. Faxed to (850) 606-1501

NOTE: A notary is available on-site for forms that are dropped off. If the Owner(s) cannot submit the form in person, the form must be notarized prior to submittal.