

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

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>	
<hr style="width: 80%; margin-left: 0;"/> Signature of Notary	
<hr style="width: 80%; margin-left: 0;"/> Printed Name of Notary	
<hr style="width: 80%; margin-left: 0;"/> Date Commission Expires	

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.