

## Landowner and Installer Guide for the Clarks River WBP – BMP Implementation Program

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### Steps for 319 Septic Repairs

1. Only the landowner may request a site assessment from the 319 Grant Coordinator at the Calloway County Conservation District. The landowner will need to provide their address and telephone number. The 319 Grant Coordinator will set up a site visit to the location with the landowner to view the failing system. The landowner will then fill out a project application that will be kept on file in the Calloway County Conservation District Office.
2. If the property is located within the project area (determined by the 319 Grant Coordinator):
  - a. The land owner will need to go to the Purchase District Health Department in Calloway County and schedule a site visit with the Environmentalist. **The landowner will be responsible for paying a \$150 site visit fee.** This fee will be at the owner's expense.
  - b. The Environmentalist will then make a site visit to the property and determine the need and specifications for addressing the failing septic system. Any work done must meet the specifications determined by the Environmentalist. The landowner will receive initial site evaluation results from the Purchase District Health Department and a copy must be provided to the 319 Grant Coordinator.
3. Once the need and project specifications have been determined the landowner will need to do the following **before** work by the septic system installer can begin:
  - a. Obtain three bids from a KY certified septic installers (list provided) for repair or replacement of the failing system and bring them to the Calloway County Conservation District Office. This grant will pay on the lowest bid obtained.
  - b. Attend a septic system maintenance class that will be held on July 20, 2010 or August 13, 2010 by the University of Kentucky Cooperative Extension Service. The installer should not proceed with work until the landowner has attended the maintenance class. This grant **will not** pay for any work unless the landowner attends this class.
  - c. Obtain and fill out a Generic Groundwater Protection Plan for Residential Septic Systems (available from the 319 Grant Coordinator). A copy must be provided to the 319 Grant Coordinator to be kept on file in the Calloway County Conservation District Office.
4. Once the grant program requirements discussed above have been met, the landowner and KY certified septic installer can proceed with installation or repair.
5. Once the installation or repair work is complete and approved by the Purchase District Health Department Environmentalist, a final inspection report will be issued by the Environmentalist. The fee for this inspection may be turned in as a receipt and paid by the grant. Should more than one inspection be required by the Purchase District Health Department because of deficient installation, the installer will be responsible for additional inspection fees. A copy of the final inspection report must be given to the 319 Grant Coordinator for payment. To receive payment, the landowner must:
  - a. Ensure all paperwork is on file with the 319 Grant Coordinator. This includes the project application; the initial site evaluation results; bids from KY certified septic installers; a Groundwater Protection Plan; invoices from the installer; and the final inspection results.
  - b. The landowner or septic system installer may bring this paperwork to the Calloway County Conservation District Office where payment will be made directly to the septic system installer. **Landowners should not pay the septic system installer; the Calloway County Conservation District will pay the installer directly, up to a \$5000 limit per homeowner.**