



DeKalb County Soil & Water Conservation District Cost-Share Program

INSTRUCTIONS FOR REPLACEMENT SEPTIC SYSTEM COST-SHARE BENEFITS

- To be eligible for cost-share the property must be located in DeKalb County with a failed septic system at an existing site. **New home construction or expansion is not eligible.**
- Cost Share will only pay to replace or repair an existing failed system.
- The **reimbursement for cost-share is up to 75% of the total cost of construction, not to exceed \$1,500.00**, to install and/or remove an old system, including but not limited to tank, distribution box, absorption field, and labor.
- New aeration or lagoon systems or the replacement of an existing aeration system or lagoon system with a septic system is not eligible for cost share.
- Pumping of the septic tank sometimes solves the problem. If not, pumping still may be required to determine the problem. The cost to pump a septic tank is approximately \$100-\$150. Cost share will not pay for pumping of a septic tank or any other maintenance on an existing system.
- The DeKalb Health Dept may recommend a soil test performed by a certified soil scientist. The applicant will be responsible for the hiring and cost of this service. The service generally runs approximately \$125.00 - \$175.00. DeKalb SWCD has a list of local certified soil scientists available.

The schedule of events will be as follows:

- Applicants are required to fill out a Replacement Septic Cost-Share application which can be picked up or sent by contacting the DeKalb SWCD office at 942 W. 15th Street, Auburn, IN, 260-925-5620 ext. 3.
- Applicants will be responsible to obtain the DeKalb County Health Department's requirement for type of system or component(s) for replacement or repair and signature of the Registered Environmental Health Specialist on the application and return it to the DeKalb SWCD office.
- After the application is received, with the DeKalb County Health Department's recommendation & signature, it will be presented to the DeKalb SWCD Board of Supervisors, at the monthly SWCD board meeting, for their approval of cost-share benefits.
- If the Board of Supervisors approves your application, a Notification of Approval letter will be sent along with a contract to be signed by the applicant and DeKalb SWCD. The signed contract must be returned within 30 days of the Notification of Approval letter or the contract will not be accepted. Project completion is required 12 months from the date application is approved by the Board. If the project is not completed within the allotted time the contract will be terminated.
- If the project is not able to be completed in the required 12 months an extension may be obtained by submitting a letter to the board of supervisors explaining the delay. The letter must be submitted at least 30 days prior to the expiration of the contract. The board will review the letter and if approved a new contract for 12 months will be issued. An applicant may apply for this extension only once per project.
- Applicant will then be responsible for hiring a septic system contractor to repair or install a system based on DeKalb County Health Department's recommendation.

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- Applicants are responsible for obtaining a DeKalb County Health Department Septic Construction Permit, which costs approximately \$30.00.
- **Applicant is responsible for all costs up front.** It will be the applicant's responsibility to negotiate any wait for payment with their contractor.
- When construction is complete, applicant is responsible to have DeKalb County Health Department verify a final inspection was made at the property by filling out and signing a DeKalb SWCD Cost Share Program Completion Notice.
- The Completion Notice must be received in the DeKalb SWCD office within 60 days of inspection date.
- The invoice(s) must also be submitted to the DeKalb SWCD office for presentation to the DeKalb SWCD Board of Supervisors.
- All other required documents must be in the DeKalb SWCD office before final approval of payment is requested.
- The final approval will take place at the monthly DeKalb SWCD board meeting. These meetings are held on the third Thursday of each month in the DeKalb SWCD Conference Room at 7:30 pm and are open to the public.

Check list of documents required for approval and distribution of cost share funds:

_____ Completed application with DeKalb Health Dept requirements and signature

_____ Signed contract between applicant and DeKalb SWCD

_____ Copy of invoice(s) for total cost of replacement/repair of system

_____ Completion Notice verification from DeKalb Health Dept