

S.E.P.T.I.C. Replacement Program

Applicant Checklist

Welcome to the S.E.P.T.I.C. Replacement Program! This guide is designed to walk you through the process of applying to our program, designing, installing and assigning payment for your new Clean Water Septic System. Qualifying applicants will receive up to \$20,000 for your property. Call (516) 364-5861 with any questions.

Step #1 - Program Prerequisite Qualifications

- Applicant **must be the owner** of the property
- Must have **no liens on the property** (this does not include mortgage)
- Must **not be in a sewer district** (whether current or proposed)
- Property **cannot produce more than 1000 gallons per day** (to approximate, multiply 110 gallons by the number of bedrooms)

If you meet all of the above criteria, you can apply for the program at www.nassaucountyny.gov/septicreplace. Click the link on the left side menu titled "**Apply Here**". This application portal will be where you upload all documents required throughout the process. You may not be able to answer all questions on the application today, **only the questions with red asterisks (*) are required to enroll in the program**. There may be additional requirements based on local regulations/application type—Call (516) 364-5861 to discuss.

Step #2 - Application Review & Provisional Approval

- Once you have submitted your application, you'll receive a welcome email with a temporary password—Follow the link from that email to change this.
DO NOT forget to write down your new username & password! This system ensures that your personal information is secure. Once this is updated, you will receive another email with a **Grant Agreement**.
- Review & Sign District provided **Grant Agreement** (this contract with the county is necessary for the allocation of grant funds)—Upload this signed document to the portal

Step #3 - Designer Selection & Project Blueprints

- Review our list of designers—**You must sign a designer contract within 60 days of application approval**
- Upload **Designer Contract** and **Project Blueprints** to the application portal

Step #4 - Installer Selection & Permit

- Review our list of installers—**You must sign an installer contract within 90 days of signing your Grant Agreement**
- Upload **Installer Contract** to the application portal
- Apply for a **permit** with your town/village—Upload this to the portal
- Schedule an installation date

Step #5 - Finalizing Payment

- IF you opted for Two-Party Authorization**, see the **Reimbursement Work Flow** document to organize payment directly to the installer
- IF you decided to pay out of pocket**, please call (516) 364-5861 to ensure all documents are in order to receive your refund

