

**EASTERN PANHANDLE CONSERVATION DISTRICT
SLEEPY CREEK 319 PROGRAM
SEPTIC REPAIR APPLICATION**

Landowner Name: _____ **Phone Number:** _____

Mailing Address: _____

Physical Address (if different): _____

Email Address: _____

In order to be eligible to receive assistance for septic repair under the Sleepy Creek 319 program, septic systems must be located within the Sleepy Creek watershed and deemed to be failing through an onsite sewage disposal system inspection by the Morgan County Health Department.

1. Before completing this application:

- a. Contact Sky Brown at the Eastern Panhandle Conservation District (EPCD) at (304) 380-6336 to verify that your residence is located within the Sleepy Creek watershed.
- b. Contact the Morgan County Health Department at 304-258-1513 to schedule an onsite inspection with the sanitarian. This inspection **MUST** occur before applications can be considered for approval.

2. Once an onsite inspection has been performed, you will be provided with a copy of the “Onsite Sewage Disposal Inspection Form” from the sanitarian. A copy of this form must be provided to all contractors providing estimates. Additionally, a copy must be included with this application.

3. After the Morgan County Health Department, has verified that your system is failing, you must receive 3 written estimates for the cost of repair. The landowner must request written estimates from 3 contractors and document their requests using this form. If you cannot obtain 3 written estimates, you must provide a signed, written statement that lists the contact information for all contractors you have requested estimates from, including the date you made the request. EPCD reserves the right to perform follow up verification if 3 written estimates are not received. EPCD reserves the right to deny any application that does not contain 3 written estimates.

4. Provide each contractor with a copy of your “Onsite Sewage Disposal Inspection Form” that you received from the Morgan County Health Department. Contractors must provide their written estimate to you within 10 calendar days of your request for an estimate. Any contractor who fails to provide a written estimate within 10 calendar days, shall become ineligible to enter into a contract with EPCD to perform repairs necessary on the applicant’s septic system.

5. If an estimate was provided to a landowner prior to the beginning of the application process for this program, the landowner must request the contractor re-issue a written estimate showing a date within the 10-calendar day timeframe noted above, in order for that estimate to be considered. Landowners must provide records that show both the date they requested estimates from contractors and the dates they received each estimate.

6. After a complete application is received it will be evaluated by the EPCD. If approved, the EPCD will then enter into a contract with both the landowner, and the contractor who provided the lowest submitted estimate. Landowners will be contacted regarding the status of their application by EPCD program personnel.

This is a cost-share program. Landowners are responsible for 25% of the total septic system repair costs. All costs incurred by the landowner must include verifiable documentation, including applicable invoices, permits, and Health Department fees. The Eastern Panhandle Conservation District (EPCD) will provide a 75% cost-share for eligible septic system repairs, up to a maximum contribution of \$8,000 per residence. If the total cost of repair exceeds \$8,000, any additional costs beyond the EPCD contribution will be the responsibility of the landowner.

Landowner will be provided information concerning a low interest on-site systems loan program, however, **EPCD is not the lender in that loan program and provides this information as a courtesy only** and does not guarantee or otherwise make any representation about the loan program.

If the three (3) written estimates exceed the projected cost estimate established by the program personnel, the landowner shall be required to seek three (3) new written estimates.

I (We) understand this application does not obligate the applicant(s), the Conservation District, or WVCA to enter into a contract.

By my signature below, I certify I own the land on which the septic system is located. I further acknowledge that I have read and understand the requirements of the program and agree to the terms and conditions of the program as set forth in this application. All information submitted is true and accurate to the best of my knowledge.

_____ Landowner Signature

_____ Landowner Name (printed)

_____ Date of Application

_____ Date Application Received by EPCD

_____ Name of EPCD Personnel Receiving Application

Estimate #1 for Septic Project

Contractor Name:	
Contractor Address:	
Contractor Phone Number:	
Date landowner contacted this contractor & requested estimate:	
Did contractor submit estimate? (Yes or No)	
Date estimate received:	
Total estimate amount:	
Attach copy of estimate (Copy can be scanned & e-mailed; faxed; or mailed)	

Estimate #2 for Septic Project

Contractor Name:	
Contractor Address:	
Contractor Phone Number:	
Date landowner contacted this contractor & requested estimate:	
Did contractor submit estimate? (Yes or No)	
Date estimate received:	
Total estimate amount:	
Attach copy of estimate (Copy can be scanned & e-mailed; faxed; or mailed)	

Estimate #3 for Septic Project

Contractor Name:	
Contractor Address:	
Contractor Phone Number:	
Date landowner contacted this contractor & requested estimate:	
Did contractor submit estimate? (Yes or No)	
Date estimate received:	
Total estimate amount:	
Attach copy of estimate (Copy can be scanned & e-mailed; faxed; or mailed)	