

Ontario Drinking Water Stewardship Program 2009-2010

Applicant Guide

Septic System Inspections & Upgrades

WHY IS IT IMPORTANT TO PROPERLY MAINTAIN A SEPTIC SYSTEM?

It is important to properly maintain your septic system to prevent contamination of groundwater and surface water sources which can cause serious environmental and health problems.

WHO IS ELIGIBLE TO APPLY FOR FINANCIAL ASSISTANCE?

To be eligible to receive funding, your residential, farm, institutional, municipal, small or medium-sized business or commercial property must be within or extend into one of the following areas:

- 100-metre radius around a municipal wellhead
- 200-metre radius around a municipal surface water intake
- The approved two-year time of travel for a municipal wellhead, or
- The approved intake protection zone-one (IPZ-1) for a municipal surface water intake (*contact program administrator for more information*).

WHAT PROJECTS ARE ELIGIBLE FOR FINANCIAL ASSISTANCE?

- Replace or repair septic tank and/or leaching bed
- Replace holding tank
- Add plumbing connections/pump to transfer wastewater to septic tank and/or leaching bed
- Connect to a municipal sewer line (Note that where this option is available, funding is not available for other upgrades or replacement), and
- Decommission an existing septic system (Note that if you are connecting to a municipal sewer line, the existing septic system must be decommissioned in order to receive funding).

ELIGIBLE PROJECT COSTS

- Septic tank pump/inspection
- Required permits and approvals for proposed project(s)
- Material and supplies
- Contract labour (e.g., electric and plumbing connections)
- Professional fees/technical support related to inspection, design, construction, and
- Connection fees.

INELIGIBLE PROJECTS & COSTS INCLUDE BUT ARE NOT LIMITED TO:

- Routine maintenance septic tank pumping
- Septic installations that are part of a new home construction
- Septic system upgrades that are required to meet the needs of a home addition
- Costs associated with installing new municipal sewer lines/trunk lines, and
- Labour and machinery of the applicant, family dependents and/or the applicant's business.

GRANT RATE:	80% OF ELIGIBLE COSTS
GRANT CEILING FOR CONVENTIONAL SYSTEMS:	UP TO MAXIMUM OF \$7,000
GRANT CEILING FOR ADVANCED SYSTEMS:	UP TO MAXIMUM OF \$15,000

Ontario Drinking Water Stewardship Program 2009-2010

Applicant Guide

Septic System Inspections & Upgrades

APPLICATION PROCESS

1. Confirm that you are in an eligible area.

If you are a farmer registered under the Canada-Ontario Farm Stewardship Program, contact your local Ontario Soil and Crop Improvement Association (OSCIA) representative for assistance in determining if your property is in or extends into an eligible area for the purposes of receiving financial assistance under the ODWSP. Information on OSCIA is available on the following website: <http://www.ontariosoilcrop.org>.

All other property owners should contact their local conservation authority (CA). A CA representative will assist you to determine if your property is in or extends into an eligible area for the purpose of receiving financial assistance under the ODWSP. Information on Conservation Authorities can be found on the following website: <http://conservation-ontario.on.ca>.

If there is no CA where you live, contact the ministry at sourceprotectionfunding@ontario.ca.

2. Confirm your proposed project is eligible and approved for financial assistance.

A proposed septic system upgrade project request for financial assistance is subject to approval by the appropriate program administrator (CA or OSCIA). To confirm that your proposed project is eligible for financial assistance, you must complete the attached application form and submit it to the OSCIA or CA program representative. They will review the application and advise you whether or not your proposed project(s) and estimated costs are approved for funding under the ODWSP.

Each septic system that is upgraded, modified or replaced is considered one project for the purposes of funding. If you are connecting to a municipal sewer line, the municipal connection and decommissioning of the existing septic system are considered as two projects for funding purposes (i.e. you can receive 80% of costs up to \$7,000 for the municipal connection and 80% of costs up to \$7,000 to decommission the existing septic system). If you are applying for financial assistance for more than one project, you can prepare separate applications for each project or combine the projects in one application.

If your proposed project is the replacement of an existing septic system, a copy of a report from a qualified industry professional must be submitted with the application form providing the basis and recommendation for the proposed project. For modifications/ upgrades to an existing septic system, a report from a licensed sewage disposal contractor brought in to pump and inspect the septic tank may be sufficient. Contact your program administrator for more information.

Cost estimates provided in the application must be supplied by a qualified industry professional and can be written or verbal.

3. Complete work and receive payment.

Following completion of the project(s), in order to receive payment from the program administrator (CA or OSCIA), you must submit a statement of actual expenses incurred and provide copies of paid invoice(s). You must also submit a copy of: the sewage system inspection

Ontario Drinking Water Stewardship Program 2009-2010

Applicant Guide

Septic System Inspections & Upgrades

report verifying that the sewage system complies with the Ontario Building Code, and other required permits or approvals (e.g. a copy of the building permit).

The program administrator will conduct a site visit once the work is completed. They must be allowed to access the site where the work was completed for a post-project inspection. Once all required information has been submitted and a site visit completed, the program administrator will issue you a cheque. Note that the program administrator can not make any payments directly to contractors.

TERMS AND CONDITIONS

Funding from other sources

Funding applied for or received from other programs for the proposed project(s) must be declared on the application form and will be reviewed by the program administrators to determine the applicable grant rate for the proposed project under the ODWSP.

Funding availability

Funding is available on a first-come, first-served basis for eligible projects, until all funds are allocated. All projects must be completed and complete documentation submitted to the program administrator by September 17, 2010.

Retro-active projects

Eligible septic system upgrades and repairs that have recently been completed may be funded as long as the proposed work was started on or after September 19, 2006, when the funding was announced.

Advanced Septic Systems

For more information on advanced septic system designs, please contact a qualified industry professional in your local area.

Connecting to municipal sewer service

If municipal sewer service is available, the only septic system upgrade project that is eligible under the ODWSP is connection to that line. If you are connecting to a municipal sewer line, you must properly decommission your existing septic system in order to receive funding under the ODWSP. The municipal connection and decommissioning of the existing septic system are considered two projects for the purposes of funding assistance.

Septic tank pumping and inspection

The cost of a septic tank pumping is an eligible cost under the ODWSP only where an inspection of the tank and system is conducted at the same time, and on a one-time basis per septic system. If the results of the inspection are that the septic system has deficiencies, the septic tank pumping and inspection costs will only be eligible for funding if the identified problem(s) with the septic system is corrected. If the inspection indicates that the septic system is in good working order and no upgrade or repair work is required, you can apply for financial assistance for the cost of the septic tank pumping and inspection.

Ontario Drinking Water Stewardship Program 2009-2010

Applicant Guide

Septic System Inspections & Upgrades

New home addition/construction

Funding is not available for a septic system installation that is part of a new home construction or septic system upgrades that are required for a home addition project.

Rented land

If your project is on rented/leased land, you will need to submit a letter from the property owner with your application form indicating that the owner approves of the proposed project.

Legislative and regulatory requirements

It is the landowner's responsibility to meet all legislative and regulatory requirements and obtain all necessary municipal, provincial and other permits and approvals that may be required for the completion of their proposed project(s). For example, septic systems generating less than 10,000 litres/day are subject to approval under the Ontario Building Code and those generating greater than 10,000 litres/day require approval under the *Ontario Water Resources Act* (OWRA). (*Contact your local program administrator to discuss the approvals necessary*).

Qualified industry professional

All work on the project must be completed by a qualified industry professional that meets the qualifications specified in the *Building Code Act* and the Ontario Building Code. Contact your local municipality, public health unit, or program administrator for more information.

Future practices to protect drinking water sources

Property owners may be required to implement additional practices in the future to continue to protect drinking water sources. Early actions projects taken now are a first step in protecting municipal drinking water sources. Source Protection Plans, expected to be finalized in 2012 on a region-by-region basis, will determine the full extent of measures necessary to protect wellheads and surface water intakes. You may therefore be required in future to implement additional practices as determined by the local Source Protection Committee and described in the Source Protection Plan.

In the Severn Sound watershed, return your completed application(s) to:
Ontario Drinking Water Stewardship Program
Severn Sound Environmental Association
67 Fourth St
Midland ON L4R 3S9

Retain this applicant guide for future reference.

Ontario Drinking Water Stewardship Program 2009-10 Septic System Inspections and Upgrades Application Form

APPLICANT INFORMATION

Name: _____
Phone (home): _____ Phone (alternate): _____
Fax: _____ Email: _____
Street Address: _____ Postal Code: _____
City/Town: _____ Province: _____

PROPERTY INFORMATION

Property Type:
Residential
Farm
Institutional
Industrial/Commercial Total # Of Employees _____
Municipal
Other

Are you the owner of the property where the proposed project is located? Yes No

If no, please provide the name of the property owner _____

Letter indicating approval for the proposed project from land owner attached? Yes No

Street address of property location:
Street Address: _____ Postal Code: _____
City/Town: _____ Province: _____

Same as mailing address noted above? Yes No

Legal address of property where project is located (Lot, Concession, Township):

CURRENT CONDITIONS

Do you use a septic tank? Yes No
Do you use a tile bed / leaching bed? Yes No
Other? (e.g., outhouse, cesspool, etc.): _____ Yes No
How old is your septic tank? _____ years old
How large is your septic tank (capacity)? _____ litres or _____ gallons

Ontario Drinking Water Stewardship Program 2009-10 Septic System Inspections and Upgrades Application Form

What is your septic tank made of? Steel Concrete Don't know

How many compartments are in your septic tank? 1 2 Don't know

How far is your septic tank from:

- the nearest surface water source (e.g., lake, river, stream, ditch)? _____ metres
- the nearest groundwater source (e.g., private well, municipal well)? _____ metres

How old is your tile bed? _____ years old

How long is your tile bed? _____ metres

How far is the edge of your tile bed from:

- the drainage line? _____ metres
- an open drain or stream? _____ metres

PROPOSED PROJECT(S) & ESTIMATED COSTS(S)

Which project(s) do you intend to undertake? (select all that apply)	Estimated Cost
<input type="checkbox"/> Replace both septic tank and leaching bed	\$
<input type="checkbox"/> Replace septic tank and / or holding tank only	\$
<input type="checkbox"/> Replace leaching bed only	\$
<input type="checkbox"/> Pump and inspect septic tank	\$
<input type="checkbox"/> Add plumbing connections / pump to transfer wastewater to septic tank and/or leaching bed	\$
<input type="checkbox"/> Connect to a municipal sewer line	\$
<input type="checkbox"/> Decommission existing septic system	\$

Total Estimated Costs: \$

Written quote attached: Yes No

If no, name of industry professional providing cost estimate:

Are you currently receiving or applying for additional funding for the proposed project:

Yes No

If yes, please indicate the name of the program and to whom you are applying:

Inspection report attached: Yes No

Is this a retroactive project? Yes No

If yes, please provide the date on which the work was started:

Ontario Drinking Water Stewardship Program 2009-10 Septic System Inspections and Upgrades Application Form

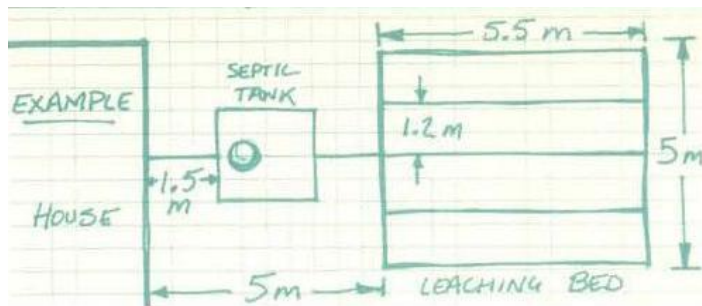
SITE PLAN

Please use the grid below to provide a sketch of the proposed project site. Please mark directional north, as well as the following:

- Location of the existing septic system
- Location of building that is serviced by existing septic system
- Location of proposed work
- Septic system distance from surface and groundwater sources, municipal wells private wells, building structures, additional information of interest

NOTE: Illustrations from compliance records or use permits may be submitted.

Example:



**Ontario Drinking Water Stewardship Program 2009-10
Septic System Inspections and Upgrades Application Form**

SEPTIC SYSTEM INSPECTIONS & UPGRADES PROJECT AGREEMENT

I have read, understood, and agree to the project guidelines and the terms of funding assistance for the Ontario Drinking Water Stewardship Program's Septic System Inspections and Upgrades Early Actions funding.

Signature of Applicant

Date

I, _____, (*Signature of Applicant*) hereby declare that I will not receive more than 100 percent of the total cost of this project.