



TOWN OF EAST HAMPTON  
300 Pantigo Road  
East Hampton, NY 11937  
(631) 324-0496 Fax: (631) 324-1476

### **Septic System Upgrade Process:**

#### ***Before you install your system:***

1. Fill out the *Eligibility Verification Form* with the Town of East Hampton to find out if you are eligible for the Septic Upgrade Rebate Program and how much you may receive. The forms can be picked up from the Natural Resources Department or found online on the Town's website: <http://ehamptonny.gov/587/Details-and-Forms>
  - a. You will need to fill out the *Eligibility Verification Form*
  - b. Supply proof of ownership of the property
  - c. Supply proof of eligibility for the STAR program (annual household income is less than \$500,000)
  - d. Complete a W-9 Form (so we can process your final payment upon completion of install)
2. Consider applying for the Suffolk County Grant Septic Improvement Program
  - a. Visit <http://www.reclaimourwater.info/Home.aspx> to fill out the paperwork or call Suffolk County Department of Health Services at 631-852-5811
3. Consider applying for the Loan program provided by Suffolk County to finance the rest of the costs for your system
  - a. Visit <http://www.reclaimourwater.info/Home.aspx> to fill out the paperwork or call Suffolk County Department of Health Services at 631-852-5811
4. Do your research on the new low-nitrogen septic treatment systems and talk to an engineer or designer to figure out what is best for you. You will be assigned an engineer by the County but we strongly suggest you do your homework.

#### ***Install an approved low-nitrogen septic system:***

5. With the assistance of either a County assigned engineer/designer of low-nitrogen systems or one of your choice;
  - a. Apply for a building permit from the Town of East Hampton or a limited work permit from the Village of East Hampton (whichever applies based on your address)
  - b. Follow the Suffolk County Department of Health Services procedure for installing a low-nitrogen septic system

#### ***After you install your low-nitrogen septic system:***

6. Following the completion of the septic upgrade installation, fill out a *Septic Upgrade Rebate Application Form* from the Town of East Hampton Natural Resources Department. Make sure you include the following;
  - a. The manufacturer and model of the new low-nitrogen system that has been installed
  - b. Contractor's contact information
  - c. All proof of expenses – certified expenses
  - d. Site plan/survey with Suffolk County Approval
  - e. Notarized certification from the contractor
  - f. Owner certification and authorization for inspection
7. Following the submission of your application for the rebate program the Town Sanitarian will inspect the property, issue final approval and request payment for your rebate check.