



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 *Form 1: Eligibility Verification Form* with the Town of East Hampton to find out if you are eligible for the Septic Upgrade Incentive 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 *Form 1: Septic Incentive Eligibility Verification Form*
 - b. Supply proof of ownership of the property
 - c. Complete a W-9 Form
 - d. Select if you would like to have your incentive paid in full or part directly to the Septic Vendor/Installer – the remainder that is not paid to the vendor can be used to reimburse the homeowner for other eligible costs as a rebate.
 - e. Complete the Property Owner Direct Pay Verification and Authorization Form if you would like your approved vendor to be paid directly by the Town

Note: Under IRS guidelines, your septic incentive will be considered personal income and the Town will be issuing you a Form 1099. Please consult your accountant or financial advisor to discuss tax implications.

2. Consider applying for the Suffolk County Septic Improvement Program and NYS Septic Replacement Fund Grants.
 - 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
 - b. You apply for both grants (NYS and Suffolk County) simultaneously online
 - c. The forms can be printed and mailed in to the Suffolk County Health Department if needed.
3. Consider applying for the Loan program provided by Suffolk County to finance the rest of the costs for your system; Up to \$10,000 can be financed, paid off in 15 Years with 3% interest.
 - 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.

Install an approved low-nitrogen septic system:

5. With the assistance of an engineer/architect, design a low-nitrogen system
 6. Select a vendor/installer off of the Town of East Hampton approved vendor list
- Notice: The Town of East Hampton cannot provide payment for sales tax. It is the responsibility of the homeowner to provide the vendor with the appropriate tax exemption forms.*
7. Report back to the Town of East Hampton Natural Resources Department which vendor you chose to work with and provide an estimate/invoice for the work
 8. Follow the Suffolk County Department of Health Services procedure for installing a low-nitrogen septic system. Once approved by SCDHS, either;
 - a. Apply for the *Town of East Hampton Limited Septic Registry* if no additional work is being completed on the property; or
 - b. Apply for a *Town of East Hampton Building Permit* if you are doing an expansion or any other construction in conjunction with the septic installation; or
 - c. Apply for a *Limited Work Permit* if your property is located within the *Village of East Hampton or the Village of Sag Harbor*.



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After you install your low-nitrogen septic system:

9. Following the completion of the septic upgrade installation;
 - a. Ensure that the Natural Resources Department has completed an inspection of the installation
 - b. Submit the following paperwork for the direct payment and/or reimbursement:
 - i. Form 2 - Septic Upgrade Incentive Application (completed by homeowner)
 - ii. Form 3 - Approved Vendor Direct Payment Request Form (completed by vendor)
 - iii. Provide proof of all grants and loans received
 - iv. Indicate amount to be paid to vendor
 1. Must include an itemized invoice
 - v. Indicate remaining amount to be paid to the homeowner if available
 1. Must include all invoices
 2. Must include all proof of payments. Acceptable forms include;
 - a. Credit Card receipt
 - b. Canceled checks
 - c. Cash payments require a signed/notarized affidavit from contractor/installer attesting the work was performed, the cost and the payment
10. Once the Form 2 and/or Form 3 is completed and submitted to the department, the final approval will be issued and payment requested for the direct payment for the installer and/or rebate check to the homeowner.