

ENVIRONMENTAL HEALTH DIVISION
<http://www.tompkins-co.org/health/eh>

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May 2014

Environmental Health Division
Policy for Waiving Onsite Wastewater Treatment System (OWTS)
Permit Application Fees

1. Background Information

The Tompkins County Environmental Health Division receives fees from the public to obtain permits to construct residential Onsite Wastewater Treatment Systems (OWTS's) including the replacement of septic tanks and pump chambers. The Division occasionally receives requests from property owners to waive these OWTS permit application fees due to financial hardship.

2. Policy

- 2.1. Goals and Objectives – To provide a consistent and an equitable process to allow OWTS permit application fees to be waived for qualified property owners. Allowing waivers to qualified homeowners may expedite the replacement of failed OWTS leading to better protection of public health.
- 2.2. Policy Statement – Property owners that meet established income guidelines are eligible for a waiver of the OWTS permit application fee. Waivers will be granted based on the following guidelines:
- 2.2.1. Fee waivers will be granted for replacement OWTS's or replacement of septic tanks and pump chambers only.
 - 2.2.2. Fee waivers will not be issued for commercial, conversion or new construction OWTS's.
 - 2.2.3. Fee waivers may be granted by the Environmental Health Director in cases where a property owner and/or family can demonstrate eligibility for qualifying income-based services through the Tompkins County Department of Social Services. The Department of Social Services Certification of Eligibility Form must be completed for verification of eligibility.
 - 2.2.4. Alternative third-party certifications of financial need consistent with Tompkins County Department of Social Services qualifications may be accepted at the discretion of the Public Health Director.
 - 2.2.5. For requests not conforming to criteria 2.2.3 or 2.2.4, the owner may submit a written request to be considered by the Tompkins County Board of Health for approval.

3. References

- 3.1. Form – Department of Social Services Certification of Eligibility

Approved by the Tompkins County Board of Health at its regular meeting on June 24, 2014.



Frank Kruppa
Public Health Director



Date

Inclusion Through Diversity