

Procedure 7

Review and Approval of Grinder Pump Reimbursement Requests

PART 1: Purpose

This procedure outlines the steps required to submit documents and to receive ECUA approval of reimbursement for residential grinder pump installations to replace a septic tank system

PART 2: Definitions

- 2.1 *System Extensions* - System Extensions require submission of plans and calculations developed by a Professional Engineer (Engineer of Record) registered in the State of Florida (see submittal requirements below).
- 2.2 *Preliminary Submittal for Extension Projects* - submittal of a Preliminary Engineering Report that highlights the project's background and needs, followed by a Preliminary Submittal meeting that allows discussion between ECUA departments and the Project's Engineer of Record so that both the project's needs and information regarding ECUA's water and sewer systems, along with applicable ECUA policies, can be communicated; mandatory for all Extensions.
- 2.3 *Formal Submittal for Extension Projects* – submittal of a Formal Engineering Report, Engineering plans, etc. that address the issues and design needs as determined from the Preliminary Submittal meeting; review time clock is started with complete submission.
- 2.4 *Grinder Pump Reimbursement Application* – application with sketch, paid invoices with detailed breakdown of expenses, and/or plans showing the details of the installation.(see attached forms)*General Description of Work* - The contractor shall furnish and install all pipes, fittings, structures and accessories required for water transmission, distribution and/or service lines in accordance

PART 3: Grinder Pump Reimbursement Request Submittal and Review Process

- 3.1 *Submittal* - Submit the required Grinder Pump Application forms along with a detailed invoice with cost breakdown as evidence of the actual cost paid for the grinder pump installation. (Blank forms are available at the ECUA.FI.Gov website)
- 3.2 *Review* - Provided the initial submittal is complete, ECUA staff will review the submittal and coordinate with Applicant as required if changes are needed. This process typically takes approximately 1-2 weeks for review and approval.
- 3.3 *Approval* - ECUA will issue an Approval Letter to the Applicant, along with a check for the reimbursement amount not to exceed \$1500).
- 3.4 *Pay Fees* - Applicant shall then go to ECUA Customer Service Department to pay all applicable fees (i.e. impact, meter, deposit, etc.). Customer Service will then notify