

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 or commercial grinder pump installations to replace a septic tank system.

PART 2: Definitions

- 2.1 *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).
- 2.2 *General Description of Work* – The Contractor shall furnish and install all pipes, fittings, structures and accessories required for grinder pump installation, and shall install grinder pump in accordance with manufacturer recommendations and all applicable codes and standards.

PART 3: Grinder Pump Reimbursement Request Submittal and Review Process

- 3.1 *Submittal* – Submit the required Grinder Pump Application forms listed below (see Division 5 – “Forms”) along with a detailed invoice with cost breakdown as evidence of the actual cost paid for the grinder pump installation.
 - Application for Reimbursement of Grinder Pump Station
 - Agreement for Residential or Commercial Grinder Pump Station
- 3.2 *Review* – Provided the initial submittal is complete, the 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 and Payment* – ECUA will issue an Approval Letter to the Applicant. Upon receipt, the applicant shall then contact the ECUA Customer Service Department to pay all applicable fees (i.e. impact, deposit, etc.). Customer service will then issue a check for the reimbursement amount (not to exceed \$1,500).