

**Important Notice:** Only septic systems located within the Sleepy Creek Watershed are eligible for assistance.

# Sleepy Creek Watershed Septic Pumping Application

Date \_\_\_\_\_

Name(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Location of Home if Different \_\_\_\_\_

GPS coordinates (if known) \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If you live in a Subdivision: Name: \_\_\_\_\_ Lot #: \_\_\_\_\_

Size of the existing septic (If known) \_\_\_\_\_ Last date pumped (If known) \_\_\_\_\_

Approximate distance to the nearest stream/water body \_\_\_\_\_

I understand that the submission of this application does not guarantee approval to participate in this program and that my application must first be reviewed and my location verified to be within the boundaries of the Sleepy Creek watershed. **I understand that I am responsible for the upfront costs of pumping my septic system after I am approved to participate in the program. I will be reimbursed 50% up to \$150.00 for a one time septic pumping** and that the funds will be utilized for such. I release all parties from liability. I understand that a copy of this signed application will be given to the County Health Department. If the septic system is found to be out of compliance with state health code, I will be required to make needed repairs or replacement.

I also understand the timeline for approval and reimbursement under this program as follows:

**Septic Pumping Program Timeline:**

1. Complete and mail your application to Eastern Panhandle Conservation District (EPCD).
2. Your application will be reviewed for approval at the following EPCD board meeting (usually 3<sup>rd</sup> Wednesday of the month).
3. You will be notified of the status of your application after the board meeting.
4. If you are approved, you will receive an approval packet in the mail.
5. Have your septic system pumped within 60 days after receiving your packet.
6. Follow instructions provided in your approval packet and return all necessary forms to EPCD.
7. Your invoice for reimbursement will be reviewed and approved at the following EPCD board meeting and you will receive your reimbursement check shortly thereafter.

Homeowner Signature \_\_\_\_\_ Date \_\_\_\_\_

Homeowner Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mail to: Eastern Panhandle Conservation District  
151 Aikens Center Suite 2  
Martinsburg, WV 25404  
ATTN: SC Septic Pumping  
Or Fax to: 304-263-4986 Or Email to: [rlucas@wvca.us](mailto:rlucas@wvca.us)**

*Please direct questions to (304) 263-4376 or to the email listed above.*

\*\*\*\*\*

Circle one  
Approved  
Not Approved

*For Office Use Only*

Reason \_\_\_\_\_

Project Manager Signature \_\_\_\_\_ Date: \_\_\_\_\_