



CWC Septic Rehabilitation and Repair Program

Septic Replacement Process & Responsibilities

Project Stage	Homeowner	CWC	NYCDEP	Engineer / Contractor
1. Problem Identification	Participate in inspection; submit pump-out invoice if applicable	Determine program eligibility	May identify failure through Notice of Violation	—
2. Program Enrollment	Complete application and provide required information	Assist with application; notify NYCDEP of intent to repair	—	—
3. Engineer Selection	Select and hire engineer	—	—	Engineer conducts soil testing and site analysis
4. Septic Design	Work with engineer and submit completed design/application to NYCDEP	—	Receive design application	Engineer prepares replacement system design and application
5. Testing & Design Reimbursement	Submit eligible testing/design invoices and reimbursement form	Review/process reimbursement	—	Provide applicable invoices
6. Design Review & Approval	Retain copy of approved design	Receive approval notification	Review and approve septic design	Respond to design requirements as needed
7. Contractor Selection	Select contractor and submit quote(s) to CWC	Review project costs	—	Contractor prepares quote based on approved design
8. Construction Quote Approval	After approval, contact contractor to schedule work	Review and approve quote	—	Contractor schedules construction with homeowner
9. Construction	Notify CWC & NYCDEP at least 48 hours before work begins; stay involved throughout construction	Conduct site visits as scheduling permits	Conduct site visits as scheduling permits	Contractor builds system; engineer conducts site visits as needed
10. Construction Approval	—	—	Issue Construction Approval	Engineer certifies construction was completed according to approved design
11. Reimbursement	Submit construction invoices and reimbursement documentation	Process approved reimbursement	—	Provide final invoices/documentation
12. Ongoing Maintenance	Clean effluent filter as needed; pump system every 3–5 years; submit eligible maintenance costs	Provide eligible maintenance reimbursement	—	Septic professional performs maintenance/pump-outs