

TOWN OF SHELTER ISLAND
38 NORTH FERRY ROAD – PO BOX 1549
SHELTER ISLAND, NEW YORK 11964-1549

**INNOVATIVE/ADVANCED ON-SITE WASTEWATER TREATMENT SYSTEM
REBATE PROGRAM DESCRIPTION and APPLICATION FORM:**

Version 5 – January 29 2021

A. INTRODUCTION

The objective of the Shelter Island Innovative/Advanced On-Site Wastewater Treatment System Rebate Program is to provide financial assistance to homeowners to replace a cesspool or conventional septic system for the installation of advanced waste reduction systems. Innovative and Alternative Onsite Wastewater Treatment Systems (I/A OWTS) and Pressurized Shallow Drainfields (PSDs) reduce Nitrate contamination in our aquifer by converting it into harmless Nitrogen gas.

The program is administered by the Water Quality Improvement Advisory Board (WQI AB) and the Town Building Department. Final approval is authorized by the Town Board.

B. SCHEDULE and CATEGORIES OF REBATE GRANTS

B.1. Rebate Schedule

The Base and Incentive rebate grants listed below represent the maximum reimbursement that can be authorized for the I/A installation. Eligible costs that have not been reimbursed by the State and Suffolk County will be reimbursed up to the Shelter Island Base and Incentive rebate grants allocated to the installation by the Town Board.

B.2. Base Grant

The maximum Base Grant that can be allocated to a project is \$6,000.

Approval of the Base Grant is based on an evaluation of the benefit (Nitrate reduction) to be provided to the aquifer. The evaluation considers:

1. Location Sensitivity
2. Nitrate Reduction Scoring
3. Water Source and Nitrate in Private Well
4. Reason for Replacement of Existing System

B.3. Income Incentive

Regardless of the result of the Base Grant, homeowners with a greater need of financial support will be eligible for an income-based grant. In order to be eligible for this incentive the homeowner *must* request consideration in the application for this grant supplement. Only the Town Attorney will receive and review the homeowner's most recently filed federal income tax return. No copy or permanent record of the tax filing will be maintained by the Town after the review by the Town Attorney. The Town Attorney will use the applicants "Adjusted Gross Income" when determining the size of the potential Incentive Rebate.

Annual Income Schedule	Incentive Rebate
<\$80K	\$2,000
<\$120K	\$1,500
> \$120K to \$150K	\$1,000
> \$150K	0

B.4. Pressurized Shallow Drainfield Incentive

Homeowners who install a Pressurized Shallow Drainfield system (rather than installing new or use an existing less effective leaching pool) are eligible for an incentive grant. The PSD provides additional reduction of Nitrate contamination and reduces contamination of pharmaceutical and other compounds from the aquifer. This Incentive may only be granted when the application satisfies the Base Grant scoring.

To support installations of this system a maximum \$2,000 incentive grant for the system will be awarded.

B.5. Suffolk County Mandated Private Well Relocation Incentive

A \$2,000 incentive rebate will be provided if the Suffolk County Department Health Services (SCDHS) *mandates* relocation of the homeowner’s private well to install an I/A system. This Incentive may only be granted when the application satisfies the Base Grant scoring. Funding will be set aside for all applications passing Base Grand scoring. Payment status of this incentive grant will be determined based on SCDHS document evidence to be provided in the “Septic Rebate Release of Funds (Form #2)” at the close of the project.

C) REBATE COVERAGES - ALLOWED USE OF FUNDS

C.1 - Appropriate expenses

Financial support covers many but not all the costs associated with the replacement of a current ineffective waste system with an I/A OWTS. Covered expenses include equipment, labor, materials, and excavation causally related to the removal of the current sanitary system and installation of the I/A OWTS. Only the expenses deemed to be appropriate and necessary for the replacement of the system on the specific property are covered. In determining whether a cost is appropriate and/or necessary, the WQI AB will consider the usual and customary costs of certain equipment, materials, and labor, as well as any characteristics of the property that may aid or hinder the replacement. No expenditure shall be reimbursed, unless sanctioned by law and authorized by the Town Board. The homeowner must provide a full accounting of such costs for the project to the WQI AB and the Town Board.

Examples of expenses appropriate for rebate:

- Engineering inspection and design
- Survey maps

- Equipment
- Labor
- Materials
- Soil sampling
- Excavation
- Relocation of private well if *mandated* by the SCDHS because of the I/A OWTS installation
- Costs for installation of a Pumped Shallow Drainfield system
- Requirements *mandated* by the SCDHS to meet their system design criteria
- Electrical and Plumbing installation
- Salt brine redirection from a water treatment system to a dry well separate from the I/A OWTS.

C.2 - Expenses unsuitable for rebate include but are not limited to expenses for:

- An I/A OWTS installation mandated by Town Code or the SCDHS.
- Rehabilitation of landscaping
- Projects which have as their primary purpose the accommodation of new growth as opposed to remediation of water quality
- Ordinary maintenance or repair of existing facilities
- New construction, including replacement of tear-down buildings.
- Reimbursement of the \$750 Suffolk County Wastewater Management fee (note: this fee is waived by the County if the applicant submits their application for County and State GRANTS at the same time as the design submission for County permit or before the design submission for County permit).

D. I/A OWTS CAPACITY, MANDATED UPGRADES and TIME LIMIT ON FUTURE HOME IMPROVEMENTS

D.1 I/A System Capacity

Rebates shall cover only those expenses associated with installation of a Nitrate reducing septic system which is the lowest capacity system recommended by the manufacturer for the current legally existing structure, as determined by the SCDHS (General Guidance Memorandum #19, dated April 12, 2005, subject to change. .An applicant may install a higher capacity system using applicant's own funds to make up the difference in cost of purchase and installation between the lower and higher capacity system.

D.2 Homeowner Initiated and SCDHS or SI Building Department Initiated Upgrades

WQI rebates may be authorized when the homeowner/applicant *voluntarily initiates* the removal of a Cesspool or a Conventional Septic System and upgrades to an I/A OWTS for the purpose of decreasing Nitrate contamination waste effluent. The SCDHS or the requirements of the SI

Town Code may initiate a regulatory mandate to upgrade a Cesspool or a Conventional Septic System to an I/A OWTS as part of a review of home construction or other regulated change to the property. WQI policy bars providing rebates for an I/A OWTS when upgrading to an I/A OWTS is mandated by SCDHS or Section 43-10.4, Code of Shelter Island.

By WQI policy, I/A OWTS installation due to catastrophic Cesspool failure, as defined by the SCDHS, is eligible for rebate support.

By WQI policy, replacement of a home after a “tear down-demolition” of an existing home as defined by section 43.8 Demolition Permits in the Shelter Island Code is considered new construction and is not eligible for rebate support.

D.3 Categories of projects Eligible and Ineligible for Rebates

This matrix table describes eligibility for Rebates from Shelter Island WQI funds:

Initial Home Size gallorage (as defined by SCDHS – see definitions)	Existing waste system to be replaced	I/A Capacity planned (example type)	Rebate Determination
VOLUNTARY HOMEOWNER INITIATED (No construction planned)			
Design sewage flow 400 to 440 gallons/day	Cesspool	lowest appropriate (like a CEN 5, or Hydro-Action AN-500)	Standard Rebate
		Larger capacity than required (Like a CEN7, or Hydro-Action AN-600)	Rebate up to lowest appropriate/ Owner pays overage
	Conventional Septic	lowest appropriate (like a CEN 5)	Standard Rebate
		Larger capacity than required (Like a CEN7)	Rebate up to lowest appropriate/ Owner pays overage
	Failed Cesspool (per SCDHS rules)	lowest appropriate (like a CEN 5)	Standard Rebate
		Larger capacity than required (Like a CEN7)	Standard Rebate up to lowest appropriate/ Owner pays overage
SCDHS or SI TOWN CODE INITIATED (Construction planned)			
Design sewage flow 400 to 440 gallons/day	Functioning Cesspool	lowest appropriate (like a CEN 5)	Mandated, no rebate allowed
		Larger size (Like a CEN7)	Mandated, no rebate allowed
	Conventional Septic	lowest appropriate (like a CEN 5)	Mandated, no rebate allowed
		Larger size (Like a CEN7)	Mandated, no rebate allowed

Larger initial home size Design Flow gallonage (e.g., 500 gallons/day or more) follow a similar eligibility structure for the existing type of waste system, planned I/A capacity (lowest appropriate or larger than required) and Rebate Determination. Example types will be different.

OTHER SITUATIONS			
Tear Down of existing and Reconstruction	Cesspool or Conventional Septic	Any size	By Town Code “new construction” - Mandated - no rebate allowed
Expansion for purpose of Affordable Housing	Cesspool or Conventional Septic	Any size	Exception: Town Board to consider as a variance to this policy

D.4 Time Limit on Future Home Improvements

The Conditional Rebate Agreement between the Owner and the Town limits expansion of the property for a three-year time period. Violation of this agreement may subject the owner to the following penalty.

Three-year Expansion Situations (Owner has received Rebate)			
I/A Capacity installed (example type)	Expansion without increase in design flow as determined by SCDHS (Example #1)	Expansion with increase in Design Flow as determined by SCDHS (Example #2)	Any expansion >1500 sq. ft. regardless of Design Flow (Example #3)
Installed the lowest appropriate (like a CEN 5)	OK – rebate agreement remains fulfilled, return not required	Expansion not allowed, rebate must be returned to the Town	Expansion not allowed, rebate must be returned to the Town
Installed larger capacity than required (Like a CEN7)	OK – rebate agreement remains fulfilled, return not required	Expansion not allowed, rebate must be returned to the Town	Expansion not allowed, rebate must be returned to the Town

Larger initial home size Design Flow gallonage homes follow a similar penalty. Example types will be different.

Example #1 Expansion where owner wishes to install a deck, garage, uninhabitable accessory structure that SCDHS determines causes NO change in Design Sewage Flow. Addition must be less than 1500 sq. ft. Rebate return to SI not necessary for an I/A appropriately sized or larger than required.

Example #2 Expansion where owner installs or wishes to install additional space in the structure that the SCDHS determines will INCREASE the Design Sewage Flow of the property. Such expansion not allowed. The rebate must be returned to the Town since the 3-year limitation is in effect. Examples of disallowed expansion include addition of bedrooms, a change in floor plan that results in the reclassification of non-bedroom rooms causing an increase the design flow of a home, and accessory structures.

Example #3 Expansion where owner installs or wishes to install additional space with an expansion greater than 1500 square feet. By Town Code any expansion over 1500 sq. ft. is categorized as “New Construction” and not eligible for a rebate. The rebate must be returned to the Town since the 3-year limitation is in effect.

D.5 Voiding of rebate agreement

If improvements on section D.4 violate restrictions, the prior rebate approval becomes void. The applicant is not eligible for any portion of the rebates, and any payments made to the applicant pursuant to this grant must be returned to the Town. Should the applicant fail to return the funds when requested, the applicant agrees to pay the Town's legal fees in connection with the Town's recouping of the funds.

[Note to Bob D – Some of the proposed language in #D3 may require a change to article X #18 and #19 of the Conditional Rebate Agreement.

EXCEPTION: If an expansion is for the purpose of creating Affordable Housing the Town Board may rescind the three-year limitation on improvement plans as a variance to this policy. Homeowners must register with the Community Housing Board for this variance to be considered.

EXCEPTION: In the event of a change in ownership the three-year limitation on improvements is ended.

E. DEFINITIONS

Contractor, Installation – an individual or entity holding an active Liquid Waste License with the proper endorsement to install an I/A OWTS. The Contractor must be on the Suffolk County pre-approved vendor list to comply with requirements for SI Rebate support.

Contractor - Operation and Maintenance (O&M) provider - A private entity hired by a homeowner to provide tasks required by the SCDHS and/or the manufacturer of the I/A OWTS including, but not limited to, cleaning, inspection, and adjustment of control settings to ensure proper operation of the I/A OWTS and related components.

Design Professional – An Engineer or Architect licensed or registered in the State of New York and authorized by the State Education Law to design the installation of an I/A OWTS and Pressurized Shallow Drainfield.

Onsite Wastewater Treatment System – Cesspool or Cesspit - Any “single stage” buried chamber, including, but not limited to a perforated metal tank, perforated concrete or block vault or hollow excavation. A Cesspool receives direct discharge of wastewater for the purpose of collecting solids and releases effluent liquid directly into the surrounding subsoil without the aid of a leaching structure.

Onsite Wastewater Treatment System – Conventional Septic System – A “two stage” onsite sanitary system consisting of 1) a watertight chamber “septic tank” used for the settling, stabilizing and anaerobic decomposition of sewage that does not have any active aeration or mechanical means of treatment or any supplemental filtration components and 2) any associated interconnecting piping, leaching structure(s) and any associated interconnecting piping.

Onsite Wastewater Treatment System – Innovative and Alternative Onsite Wastewater Treatment System(s) (I/A OWTS) - An advanced onsite “two stage” wastewater treatment system that is

designed to reduce total Nitrate in treated effluent to no more than 19 mg/l. The system consists of 1) the primary tank that operates through aeration and mechanical means to reduce Nitrate contamination with other supplemental filtration components and 2) any associated interconnecting piping, leaching structure(s) and any associated interconnecting piping

Onsite Wastewater Treatment System – “Design Sewage Flow” or “Capacity” – Gallons of waste a septic system such as an I/A OWTS must be capable of treating is determined by the SCDHS based on the of structure and floor plan of the building. Frequently mis-interpreted simply as the number of bedrooms, the floor layout of other rooms may impact the SCDHS count. Determined by the SCDHS per “General Guidance Memorandum #19 Procedures of the Office of Wastewater Management for Classifying Bedrooms within Dwellings”, currently dated April 12, 2005, subject to change.

Leaching Structure, Traditional (“Leaching Pool”) – A concrete or other structure placed significantly below grade which distributes conventional septic tank or I/A OWTS effluent to allow it to infiltrate the surrounding subsoil. Provides poor conversion of Nitrates due to depth of distribution into subsoil.

Leaching Structure, Innovative (“Pressurized Shallow Drainfield”, ‘PSD’) – A structure placed just below grade which distributes I/A OWTS effluent to a piping system to allow soil organisms to convert Nitrates and other contaminants into less harmful compounds

I/A OWTS Registration - The approval process by which a Homeowner/Installation Contractor/Design Engineer completes and submits documentation required by the SCDHS to certify ownership and use of an I/A OWTS in accordance with Suffolk County Sanitary Code Section 760-1905 (I/A OWTS Registration Requirements). This includes arrangements for periodic maintenance by the Operation and Maintenance (O&M) provider.

Homeowner Initiated I/A OWTS Upgrade– An I/A OWTS upgrade that has been initiated by a homeowner for the purpose of decreasing Nitrates and other contaminants from their waste effluent. Homeowner initiated upgrades must not be the result of building additions or other changes as defined in SCDHS procedures. These upgrades are not considered mandated by SI Town Code Section 43-10.4.

SCDHS or SI Town Initiated I/A OWTS Upgrade– An upgrade from a Cesspool or Conventional Septic that is mandated as a result of building permit review of the owners planned construction for an addition, accessory building, waste system relocation due to the installation of a swimming pool, driveway, deck, shed, patio, or other actions that do not have as their primary purpose reduction in Nitrate contamination. SCDHS or SI Town Initiated I/A OWTS mandated upgrades are not eligible for WQI rebate funding.

Catastrophic Cesspool Failure– A determination from the SCDHS that an existing cesspool is considered “failed” and requires accelerated replacement to maintain safety. Failed cesspool systems are eligible for WQI rebates.

F. SEQUENCE OF APPLICATION EVENTS

Instruction steps to begin the process for your new I/A system:

1. Do your research on the new low-nitrogen septic treatment systems and talk to a design professional engineer or architect to determine what is the best system for your situation.
2. ALL APPLICANTS MUST apply for the Suffolk County and NY State Grant Septic Improvement Programs. Visit <http://www.reclaimourwater.info/Home.aspx> to fill out the application paperwork or call Suffolk County Department of Health Services at 631-852-5811. The Design Professional and Installation Contractor should help in this.
3. Complete the Shelter Island Town eligibility application to determine if you are eligible for the Shelter Island Innovative/Advanced Rebate Program and how much financial support you may be able to receive. The Application forms can be picked up from the Town Clerk's office (hard copy of application) or online on the Shelter Island Town website (under 'Forms', "Innovative/Advanced On-Site Wastewater Treatment System Rebate Program Eligibility Application." The application at the Town Website is a PDF document with rich text insert fields. Assemble documentation needed to accompany the Application. Applications will not be evaluated if any of the documents required in Section 5 are missing from the submission.
4. If you intend to make any changes to the property within three years after the installation of your system it is your responsibility to communicate this to the WQI AB when making your application.
5. Submit your Shelter Island application and documentation to the WQI Advisory Board, who will evaluate your application and make a recommendation to the Town Board to allocate funds to support your project. NOTE: If the size, manufacturer, design professional, installation contractor or other details of your application are changed after approval you must submit an update explaining the change to the WQI Advisory Board. Failure to accomplish this may impact final authorization of your rebate.
6. The WQI AB will evaluate the submission and will deny or recommend approval of the application. If approval is recommended the WQI AB will forward this opinion to the Town Board who will then evaluate the proposal and if authorized by them confirm set-aside funding of the projected rebate grant amount.

If authorized, the applicant will receive the following documents:

1. Low-Nitrogen Sanitary System Conditional Rebate Agreement, and
2. Certified Release of Septic Information.

These documents must be signed and returned to the Town Attorney within 30 days of receipt.

If not authorized by the WQI AB or Town Board the applicant will be advised of the determination, and, if appropriate, what additional information is required

7. If not already completed, the system design must be created by a New York State Licensed design professional or professional engineer or architect, an SCDHS approved I/A OWTS installation contractor hired, and approvals obtained from the SCDHS. After approval is obtained, the applicant must provide the following to the SI Building Department:
 - a. A copy of the design submission sent to the SCDHS or a copy of the SCDHS ‘Red’ Stamp permit *prior to the installation*,
 - b. A Shelter Island Septic Registry “Request for Permit”.
8. The installation with an approved I/A OWTS may then be accomplished.
9. EMERGENCY REPLACEMENT: A separate process is available for an emergency replacement of a failed cesspool or standard two stage septic system when an I/A OWTS is installed due to catastrophic failure, typically under direct supervision of the SCDHS. This situation will result in a shortened rebate grant process. Application to the County and State rebate programs is still required.

After the system is installed and the I/A OWTS has been certified approved by the SCDHS

1. The applicant must first submit a request for release of funding from the Suffolk County and NY State grants.
2. After receipt of the Suffolk County and NY State grants, release of funds reserved in the Shelter Island Conditional Commitment Rebate Agreement can then proceed. The applicant must submit a “Septic Rebate Release of Funds (Form #2)” with supporting documentation to the WQI AB (the Release Request includes a checklist of documentation required). The WQI AB will evaluate the submission and recommend to the Town Board appropriate funding release.
3. After review, approved rebates will be released by Town Board resolution.

Revision History - Rev 5 - January 29, 2021 – Clarify Income Incentive reference in B.3 to be “Adjusted Gross Income” and “Well Registry” documentation requirement in Application Form 4.i.

TOWN OF SHELTER ISLAND
Water Quality Improvement Advisory Board -

**INNOVATIVE/ADVANCED ON-SITE WASTEWATER TREATMENT SYSTEM
REBATE PROGRAM ELIGIBILITY APPLICATION (Form #1- Text Box Version)**

This application form is used by the WQI AB to determine eligibility for residential advanced septic treatment system rebates.

Signed _____ Date _____

I authorize the WQI AB and/or the Town of Shelter Island to have access to the Suffolk County Department of Health Service documents regarding septic installation design, grants, and other information pertinent to this application.

SECTION 1 - CONTACT INFORMATION Fill in all sections as appropriate.

- 1a) Owner's name -
- 1b) Shelter Island Street Address -
- 1c) Shelter Island PO Box, Post office, zip -
- 1d) Off-Island address (if applicable) -
- 1e) Primary contact cell phone # -
- 1f) Shelter Island landline (if applicable) -
- 1g) Off Island landline phone (if applicable) -
- 1h) Email address(s) - Click or tap here to enter text.

SECTION 2 RESIDENCE USAGE and DESCRIPTION INFORMATION –

Fill in all sections as appropriate.

- 2a) Year or age of home-
- 2b) Number of bedrooms (as determined by your Design Professional) -
- 2c) Is this your primary or second home? Primary Residence Second home
- 2d) Is this structure owner occupied or a rental property?
- 2e) Provide an estimate of the number of people and occupancy days, based on last year's use pattern:

Usage by:	Number of individuals	Days annually
1. Primary residents	Click or tap here to enter text.	Click or tap here to enter text.
2. Guest residents	Click or tap here to enter text.	Click or tap here to enter text.
3. Summer Rental	Click or tap here to enter text.	Click or tap here to enter text.

2f) Do you plan to renovate, make additions, or have any other home improvement plans for the property in next three years? yes no If yes describe - Click or tap here to enter text.

SECTION 3 - EXISTING SEPTIC SYSTEM INFORMATION

Fill in all sections as appropriate. If information is unknown, please indicate “not known”.

3a) Age of existing septic system - Click or tap here to enter text.

3b) Type of current system -

- Cesspool – “Failed” as determined by the SCDHS.
- “Two Stage” substandard conventional septic system or functioning Cesspool without SCDHS certificate
- “Two Stage” conventional Septic System with SCDHS RO#
- other (describe) - Click or tap here to enter text.

3c) Capacity [if known] - Click or tap here to enter text.

3d) Last clean out of septic system (year – if known) – Click or tap here to enter text.

SECTION 4 - PLANS FOR INNOVATIVE AND ALTERNATIVE ONSITE WASTEWATER TREATMENT SYSTEM

4a) Reason for replacement of existing system

- Voluntary Update
- Building renovation or addition
- Emergency replacement of a failed cesspool
- Other (describe below)
- System failure or poor performance
- Mandate by SCDHS (describe below) -

Comments/Describe Click or tap here to enter text.

4b) Has the system already been installed under an SCDHS Emergency Replacement assessment?

- yes no

4c) Components of requested treatment system-

I/A OWTS Manufacturer and Model # - Click or tap here to enter text.

Use of existing or new leaching pool - Click or tap here to enter text.

Pressurized Shallow Drainfield (if applicable) – Click or tap here to enter text.

(Note: PSD installation offers an additional financial incentive over the base rebate)

Has the SCDHS *mandated* relocation of private well? yes no

4d) Is the capacity of the I/A system larger than required for the existing house? yes no

4e) Name of SCDHS approved Installation Contractor Click or tap here to enter text.

4f) Project Cost (estimated) \$ - Click or tap here to enter text.

4g) Owner's plan for periodic maintenance of system -

installer of the I/A system other (describe) - Click or tap here to enter text.

4h) Homeowners *must apply* for the Suffolk County and NY State grants *to be eligible for a Shelter Town Rebate*. If the State or County decides that you are not eligible for a grant, you will be asked for proof of that decision when you request payment of the Town Rebate after installation of your I/A OWTS unit.

Have you applied for Suffolk County and NY State Grants for this project?

yes no

4i) If the project requires a relocation of the well "Well Registry Paperwork" must be filed with the SI Building Department before a rebate can be awarded.

SECTION 5 REQUIRED REFERENCE DOCUMENTS

5a) Attach a site Survey document showing approximate area of I/A installation. The location of the I/A on the survey can be a hand drawn onto a copy of the current survey document. It is not necessary to have an official survey illustrating the system location at this stage of the application.
[attach]

5b) Well Water source or municipal water system? Private Well Public System

Private well - the Nitrate level in your well may impact your eligibility for support. Please attach **one copy** of your most recent test report (Note- the *test must have been conducted within 12 months* prior to the submission date of this application.) Report should have at a minimum levels of Nitrate (as N), Chloride, Sodium, and Phosphate.

Public water source - which public system is the property serviced by?

SI Heights West Neck Dering Harbor

5c) A letter from a New York State Licensed design professional or professional engineer, or architect who has been retained by the homeowner for design work of the system is required.

[Attach certification letter]

5d) Provide specifics (capacity and types) of water treatment systems on site

- Whole-house Reverse Osmosis Partial service line Reverse Osmosis
 Iron/manganese reduction Water softening Sediment Filtration
 pH adjustment system Chloride (salt) reduction
 Other (describe) - Click or tap here to enter text.

Note - If any of the systems discharge backwash/purging fluid during recycling that are dispersed into a separate dry well from the septic system, please indicate location of dry well on the survey. Note - If a water treatment system's backwash is directed into the existing septic system or cesspool a separate dry well may be mandated for the I/A system by SCDHS.

5e) If the applicant intends to apply for an Income Incentive rebate based on annual income, a copy of the most recent Federal tax form (must be submitted to the Town Attorney under separate cover. Do you intend to apply for the Income Incentive rebate? yes no

If yes, the WQI AB will advise you when and how to forward the Adjusted Gross Income page from the tax filing.

Document Checklist:

- Site survey document (5a)
- Water test report (5b)
- Engineer certification retention letter (5c)
- Water treatment systems list (5d)
- Tax filing ready to be forwarded to Town attorney (if applicable) (5e)

APPLICATION SUBMISSION:

Send a PDF of all documents to the email address below, and mail or drop off two hard copies of the APPLICATION, REQUIRED REFERENCE DOCUMENTS and WATER TEST RESULTS to:

Shelter Island Town Hall
PO BOX 970
38 North Ferry Road
Shelter Island NY 11964
Attn: Clerk's office, Attn: WQI Advisory Board Administrator

PDFs should be sent to: jroberts@shelterislandtown.us

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