

**SEPTIC TANK ELIMINATION
PROGRAM (STEP) APPLICATION**

DEPARTMENT OF
PUBLIC UTILITIES

Address of property: _____

Owner(s) of record: _____

Mailing Address (if different): _____

Email Address: _____ Phone Number (REQUIRED) _____

1. Is this property used as a single or duplex family home? Yes ☐ No ☐
2. Is this property currently served by a Home Sewage Treatment System
(ex. Septic Tank / leach field, aeration system, etc.)? Yes ☐ No ☐

I am applying for the following (check all that apply):

3. Deferred payment of the Sewer System Capacity Charge (CCC 1147.17). ☐
4. Deferred payment of Front Footage Fees (CCC 1137.01), if applicable.
(To determine if Front Footage Fees are applicable, please call the Columbus
Division of Sewerage and Drainage Permit Desk at 614-645-7490) ☐
5. A 0.00% interest construction loan (not to exceed \$10,000.00). ☐

If my/our application is approved, I/we agree to the following:

- I/we will select a city-licensed sewer contractor to remove the septic tank and install a lateral from the house to the sewer. I/we will sign a three-party contract with the contractor and the city. This contract will allow the city to pay the contractor up to \$10,000 for this work.
- I/we understand that I/we are responsible for any costs to the sewer contractor above the \$10,000 limit, which may or may not include the sewer permit fee (CCC 1133.07) of \$85.00 and the septic tank abandonment fee (CCHC 225.02) of \$150.00 (*abandonment fee typically waived when tapping to sanitary sewer), and for any payment that must be made to the owner of a private sewer to which connection will be made.
- I/we understand that all titled owners of the property must sign a promissory note in an amount equal to the city's payment to my/our sewer contractor plus the front footage fee, where applicable, and the sewer system capacity fee charged by the city.
- I/we understand that all titled owners and untitled spouses of the property must sign a mortgage as security for the promissory note, and that the mortgage will be filed with the county recorder and will appear as a mortgage on the title of my/our property.

The information associated with this application has been examined by me/us, and is, to the best of my/our knowledge and belief, true, correct and complete.

Property Owner Signature

Date

Property Owner Signature

Date

Mail Completed Application to:
STEP Loan Coordinator
1250 Fairwood Avenue
Columbus, OH 43206

OR Email Completed Application to:
STEP@Columbus.gov