



# Application for Sewer Connection Subsidy

Islamorada, Village of Islands, Florida • Planning and Development Services Department  
86800 Overseas Highway • Islamorada, Florida 33036 • 305-664-6400 • www.islamorada.fl.us

**INSTRUCTIONS:** Please make an appointment to submit this application to the Islamorada Planning and Development Services Department. Applicants must meet the following eligibility requirements for this program:

1. Be an owner of a deed-restricted affordable residential dwelling unit or units, as defined in Code Section 30-32, on property located within the Village and have a minimum of five (5) years remaining on the affordable housing deed restriction at the time the application is submitted.
2. Must currently occupy the deed-restricted affordable residential dwelling unit as the applicant's principal residence.
3. Not be currently connected to the Village wastewater system or have previously received a sewer connection subsidy under this program for the same deed-restricted affordable residential dwelling unit.

## PROPERTY OWNER(S):

Name(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home/Mobile Phone: \_\_\_\_\_ Office: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY:** If in metes and bounds, attach legal description on separate sheet.

Physical Address: \_\_\_\_\_ Mile Marker: \_\_\_\_\_  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
 Plantation Key       Windley Key       Upper Matecumbe Key       Lower Matecumbe Key  
Real Estate (RE) Number: \_\_\_\_\_ Alternate Key: \_\_\_\_\_

## Submit the following information:

- Proof of ownership** in the form of a warranty deed or property record card
- Copy of the most recent year's **homestead exemption** from the Monroe County Property Appraiser
- Copy of the **mandatory sewer connection notice** from the Village of Islamorada
- Written proposal or price quotes** from a licensed contractor to perform eligible sewer connection activities related to the Village wastewater system.

**Subsidy Program Requirements:** By signing below, you have read, understand and agree to the following requirements:

- 1) The maximum sewer connection subsidy an applicant shall be eligible for under this Program is 90% of the actual costs of the eligible activities, up to \$3,000.00, per eligible affordable residential dwelling unit. The subsidy shall be in the form of a direct payment from the Village to the applicant's contractor, as documented below.
- 2) Program funds shall pay for eligible activities, which shall include sewer lateral connections, abandonment and decommissioning of existing septic systems, and associated construction costs. System development, impact fees and expenses for prior sewer connections shall not be eligible costs under the Program.
- 3) The applicant shall submit a complete application for the Program to the Planning Department.
- 4) The Planning Department shall review the application to verify that the applicant and property are eligible for participation in the Program. The Planning Department shall provide written notification to the applicant of approval or denial on the application eligibility.
- 5) Upon receiving the Village's written approval, the applicant shall then proceed with soliciting a written contract from a licensed contractor for the sewer connection eligible activities. The applicant shall submit the written contract to

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the Village for review to determine compliance with the Program criteria and eligible activities. Upon review and approval, the Village shall issue an acknowledgement letter indicating the amount of the approved sewer connection subsidy funds eligible pursuant to the Program.

- 6) All sewer connection work shall be subject to the Village’s building permit and inspection process. A final inspection by qualified entities for acceptance of the contractor’s final work shall be required. All construction contracts shall be between the property owner and the contractor.
- 7) After the sewer connection work has been completed and all final inspections for the Village building permit are approved, the contractor may submit a request for payment to the Village Finance Department.
- 8) Prior to any disbursement of funds, the Village shall document the completion of construction by ensuring that each Program application file contains the following information:
  - a) A copy of the written proposal or price quotes from the contractor;
  - b) A copy of the executed written contract with the contractor for the authorized work;
  - c) A copy of the approved building permit for the sewer connection work;
  - d) A copy of the contractor’s invoice indicating the final amount due for the authorized work;
  - e) A certification from the contractor that all items on the contract documents (as modified through any change orders) have been satisfactorily completed and in conformance with the manufacturer’s specifications;
  - f) An acknowledgement by the Village Building Official that the work meets the applicable codes as evidenced by the issuance of a building permit and approval of all final inspections; and
  - g) A signed acknowledgement by the property owner that the work has been completed based on the written contract and any change orders

**Applicant Certification:** All information provided in this application is true and complete to the best of my knowledge and belief. I/We understand that any willful misstatement of material fact will be grounds for disqualification. The applicant(s) understand(s) that the information provided is needed to determine assistance eligibility and in no way assures qualification for assistance. I/We are aware that all information and documents provided in this application are a matter of public record.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Co-Applicant’s Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

by \_\_\_\_\_ (name of person signing the application)

as \_\_\_\_\_ (type of authority...e.g. officer, manager/member, trustee, attorney in fact)

for \_\_\_\_\_ (name of entity or party on behalf of whom application was executed).

\_\_\_\_\_  
Signature of Notary Public –State of Florida

SEAL:

Personally Known     Produced Identification    Type of ID \_\_\_\_\_