

**Board of Supervisors**  
 Gilbert A. Smith, Chairman  
 Lewis E. Black III, Vice-Chairman  
 William G. Coad, Member

**County Administrator**  
 Michelle Johnson

*Charles City County*

**10900 Courthouse Road  
 Charles City, VA 23030  
 Office: (804) 652-4707  
 Fax: (804) 829-5819**



**To be eligible for assistance:**

- 1.) Gross household income must be at or below 80% of the area median income adjusted for family size.
- 2.) Must own the home where the tank is to be pumped.
- 3.) No previous grant funds have been used to pump-out the system during the past five years.
- 4.) Septic system to be pumped must be in the Chesapeake Bay Preservation Act area as mapped by the County's geographic information system.

**The County is not responsible for any damages that could result from pumping out any septic tanks.**

Return a completed application by **February 26, 2021** to *Charles City County, Department of Community Development; P.O. Box 66, Charles City, VA 23030.*

**APPLICATION FOR SEPTIC TANK PUMP-OUT GRANT**

PROPERTY INFORMATION					
First Name Owner		Last Name Owner		Phone Day	Phone Night
Street Number	Street Name		City	State	Zip
Number of individuals in household. (See verification on the back of this application)				When was the septic tank last pumped? (Month and Year)	
Number of individuals under 18 (See verification on the back of this application)				Household income (See verification on the back of this application)	
Number of disabled individuals				Is proof of ownership provided?	
Number of individuals over 62				Is this property within Chesapeake Bay Preservation Area? (CBPA)	
Operating septic system installed prior to 1980 with no record of recent pump out. Date when septic system installed				Is the property located within an impaired watershed? (Ex: Gunn's Run, Morris Creek, Collin's Run, etc.)	
Total					

By signing below, I do hereby certify that all information submitted in this application is true and accurate to the best of my knowledge.

Applicant's Name (Printed)

Applicant's Signature

Date



**A copy of the following information is needed to complete the application process.**

Residence and Household size verification:

- State issued Virginia ID
- Tax returns (W-2)
- School records

Income Verification:

- Paystubs (either 3 months or 12 months, depending on type of employment)
- Tax returns (W-2)
- Bank statements
- Child support
- Supplemental Security Income
- Social Security

**For Office Use Only**

**Application Number:**

**Chesapeake Bay Preservation Act Area**

Circle one: Within / Outside

Comments:

**RECEIVED BY:**

**Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_**

**Explanation: \_\_\_\_\_**

**DATE:**

\_\_\_\_\_

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