

# Butler County Conservation District

## On-Site Waste System Cost Share Program

For Fiscal Year 2026  
July 1, 2025 to June 30, 2026

## Information Packet

Contact:

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For Cost Share Year 2026 (July 1, 2025 - June 1, 2026)  
Butler County Conservation District  
Non-Point Source Cost Share Program - On Site Waste Systems

Homeowners who are interested in participating in our on-site waste system cost share program can call the Conservation District at 316-320-3549 for additional information. Typically, a sign-up period is held January to April. Other sign-up periods may be held during the year depending on whether additional cost share funds are available. Applications received during each sign-up are prioritized along with other applications. Cost share money is limited; therefore, we must rank each application based on water quality criteria.

Listed below is the application procedure that must be followed in order to be eligible for cost share assistance:

1. To apply for cost share, bring or mail the enclosed application form to the Conservation District Office at 2503 Enterprise, Suite B, El Dorado, Kansas 67042.
2. A conservation district representative and/or a sanitarian with Butler County will make field visits to all home sites requesting assistance to do a pre-site inspection and determine eligibility for the cost share program.
3. At the end of a sign-up period, the local Conservation District Board of Supervisors will review and rank all applications that were determined eligible for cost share.
4. If homeowners qualify for cost share, their application will be put in with the other applications received and will be ranked based on proximity to water, location, etc. If the application ranks high, then you will be notified that you are eligible for cost share. A letter will be sent telling you to have your contractor go to the Butler County Community Development Department and apply for a permit, which is required.
5. You are required to give us a copy of the permit from Butler County PRIOR to beginning any work. We cannot provide you with a cost share contract to sign until we have the permit.
6. When we receive your signed contract, you will be able to begin the septic system replacement.
7. **Please note: If construction begins before the contract is signed, you are no longer eligible for cost share!**
8. Your contractor must notify the Butler County Community Development Department of the construction date and request inspections of the system as it is constructed. Cost share will not be paid without a Final Inspection!
9. **All work must be completed and your contractor must be PAID IN FULL before you can request reimbursement for cost share.** Submit bills and a copy of the Final Inspection/Permit for Use to the Conservation District office.
  - We recommend you get bids from at least two contractors. A list of licensed septic system installers for Butler County can be obtained from Butler County Community Development Office, 316-322-4325.
  - For more information on the permit, contact Butler County Community Development at 316-322-4325.

**Butler County Conservation District**  
**On Site Waste Systems**  
**How the Cost Share Program Works**

Cost share is only available for full replacement of your system. A partial replacement (replacing only the septic tank or adding onto lines) is not eligible for cost share.

The cost share cap for this program is set by the Kansas Department of Agriculture/Division of Conservation at \$2,500.00.

**Cost Share Payment Procedure**

1. All work must be completed on your septic system or lagoon before payment can be made. On lagoons, fencing and grass seeding is required.
2. The Butler County Community Development Department has to issue you a Final Inspection/Permit for Use before payment can be made. A copy of the Final Inspection/Permit for Use is required when you submit your bills for payment.
3. Submit the itemized bill from your contractor and the Final Inspection/Permit for Use to the Conservation District, 2503 Enterprise, Suite B, El Dorado, 67042.
4. The Conservation District will fill out the paperwork and request payment from the Kansas Department of Agriculture – Division of Conservation. When payment is approved by the State of Kansas, they will send you a check. This process takes 7-10 days.
5. Cost share is paid based upon the bill you submit for a complete system replacement.

**NOTE: Your contractor must be PAID IN FULL before you can request reimbursement for cost share.**

Fiscal Year 2026  
July 1, 2025 to June 1, 2026

**Butler County Conservation District  
Non-Point Source Cost Share Program  
Priority Ranking Worksheet**

(\*Landowner: Fill out where indicated by \*)

**Application Form**  
**Return to:**  
**Butler County  
Conservation District**  
2503 Enterprise, Suite B  
El Dorado KS 67042  
316-320-3549

\*Name: \_\_\_\_\_ Email (optional) \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_

Property Address (if different than mailing address): \_\_\_\_\_

\*City, State, Zip: \_\_\_\_\_

\*Social Security Number: \_\_\_\_\_ Fill out the W-9 Form \_\_\_\_\_ \*Phone Number: \_\_\_\_\_

\*Section-Township-Range: \_\_\_\_\_ HUC: \_\_\_\_\_

Cost Share Practice: \_\_\_\_\_ TMDL: \_\_\_\_\_

*Note: Cost share is considered income. If your cost share is \$600 or more, you will receive a 1099G form from the State of Kansas.*

Score from Ranking Worksheet \_\_\_\_\_

***The cost share program has been reviewed with me and I understand the procedure required for cost share eligibility and payment. I understand that if I begin construction or installation of the cost share practice before I sign a contract sent by the Conservation District, I am no longer eligible for cost share.***

**I agree to:**

- Follow Butler County Planning and Zoning requirements if the application is for repairing an on-site waste system.
- Follow Kansas Department of Health and Environment requirements if plugging abandoned water well.
- Follow Natural Resources Conservation Service (NRCS) standards and specifications for installing agricultural practices.
- Secure any permits required for project completion.
- I understand that the identified management practices are to be maintained for 10 years or the lifespan of the practice, whichever is greater.

\*Producer Signature: \_\_\_\_\_

\*Date: \_\_\_\_\_

Computed by: \_\_\_\_\_

Date: \_\_\_\_\_

**(To be Filled out by Office Staff) Onsite Wastewater System Eligibility Worksheet**

**If the answer to any one of the following questions related to the location of a failing onsite wastewater system is “Yes”, the system meets the location criteria for cost-share eligibility.**

**Check if “Yes”**

1. Is the failing system located at a site where the drinking water for human consumption is supplied from a domestic water well and one or all of the following are present at the site? (Please check applicable items)

**\*\*\*If you are on rural water, you do not qualify under item 1\*\*\***

- Current failing system is a rat hole, cesspool or seepage pit.\*
- Current failing system is within 100 ft. of the domestic well.
- Current failing system is up gradient of the domestic well and is within 400 ft. of the domestic well.
- The domestic water well has tested positive for fecal coliform bacteria or has elevated nitrate levels (over 10 ppm) and the failing system is determined by the local sanitarian to be a possible source of the contamination.

2. Is the failing system located 500 feet or less from a perennial or intermittent stream (as shown on a USGS 7.5 Minute Topographic Map)?      Yes \_\_\_\_\_ No \_\_\_\_\_

3. Is the failing system located within a two mile radius (or other designated source water protection zone) of a public water supply well?      Yes \_\_\_\_\_ No \_\_\_\_\_

4. Is the failing system located within one of the aquifer areas listed below?      **Check if “Yes”**

Aquifer Areas:

- Equus Beds Groundwater Management District No. 2** (includes portions of Reno, Sedgwick, Harvey, and McPherson counties)
- Big Bend Groundwater Management District No. 5** (includes all of Stafford and Pratt counties, and portions of Pawnee, Edwards, Barton, Kiowa, Reno, and Rice counties)
- Sand Springs Water Quality Protection Project** area (includes a portion of Dickinson County)
- Alluvial aquifer area shown on the state alluvial aquifer map.** The following process can be used for determining the location of a failing system relative to these areas:

- a. Determine the general extent of stream reaches with adjoining alluvial aquifer areas (gray shaded areas) as shown on the regional map provided using the section lines as a general guide. A 500-foot buffer should be used for all other perennial or intermittent stream reaches not shown with an alluvial aquifer area on the regional map (see criterion No. 2 above). The 500-foot buffer also represents the minimum area of eligibility within an alluvial aquifer area.
- b. If the failing system is clearly located within the general boundary of an alluvial aquifer area as shown on the regional map it can be considered eligible.
- c. If the failing system is at or near a general aquifer boundary, a further evaluation should be made to determine if the system is located in one of following areas:

- Within an area of alluvium or alluvial terrace deposits as shown on a detailed county geologic map (if available).
- Within a soil map unit associated with floodplains or stream terraces and subject to frequent, occasional, or rare flooding (or in a sandy soil associated with these areas), as indicated in the county Soil Survey.
- Within a designated floodplain shown on a FEMA floodplain map.
- Within an alluvial area based on other information (specify source).

\* County codes and State Law require remediation of these types of illegal systems. Conservation districts should make sure that these types of failing systems are remediated at the time the system is upgraded.