

REQUEST FOR AMENDMENT TO THE CARROLL COUNTY MASTER PLAN FOR WATER AND SEWERAGE

Applications for an amendment to the *Carroll County Master Plan for Water and Sewerage* must provide complete information and be signed by the applicant requesting the amendment and by the owner of the affected property. Questions pertaining to the information required on the application may be directed to the Carroll County Department of Planning. The following steps summarize the procedure used to process amendment requests. Please note that this process is cumulative and it is the applicant's responsibility to retrieve the application package following completion of a particular step before proceeding to the next step.

For amendment requests that involve multi-use water and/or sewerage systems and no changes to community water supply or sewerage systems, the amendment process starts at Step 3.

- Step 1** Submit the completed application to the agency(ies) that operates the water or sewer system for review and comment. Attach to the application a copy of the proposed revisions to the Plan map(s) and/or text. For requests to reclassify a site from a planned service area to the No Planned Service area, the Water and Sewer Master Plan Map(s) must show the planned facilities that would be removed from the County Plan should the amendment be approved.
- Step 2** If the requested amendment involves a community water supply or sewerage system which is owned or operated by a municipality, submit the application (which has been signed by the operating agency, along with any explanatory information from the agency) and another set of maps/text described in Step 1 to the municipal planning commission; otherwise, refer to Step 3. If the municipal planning commission certifies that the requested amendment is consistent with the municipality's comprehensive (or master) plan, continue to Step 3. If the city or town planning commission does not certify consistency with the comprehensive plan, the application is terminated.
- Step 3** Submit the application (with signatures from the operating agency and certification from the incorporated town, where applicable) and set of maps/ text to the Carroll County Health Department for review and comment.
- Step 4** Submit the application (with signatures from the operating agency and Health Department, applicable certification from incorporated town, and comments) and set of maps/text to the Carroll County Department of Public Works for review and comment (where applicable).

Step 5 Submit the application (with signatures from the operating agency, Health Department, and Department of Public Works, applicable certification from incorporated town, and comments) and set of maps/text to the Carroll County Department of Planning.

For municipal- or County-initiated applications: Once the town planning commission has certified the amendment is consistent with the comprehensive plan (if applicable), the application is submitted to the County Planning Department. During the preparation of the staff report, the County Planning Department will send the application to the County Health Department and the County Department of Public Works for review and comment. Those comments will be reflected in the staff report.

Step 6 The County Planning Department will present the requested amendment to the Carroll County Planning Commission for review, comment, and certification that the amendment is consistent with the County Master Plan. A certification form will be signed by the County Planning Commission for each individual amendment. If the County Planning Commission does not certify consistency with the comprehensive plan, the application is terminated. Notification of the Planning Commission meeting at which the amendments will be discussed will be sent to the Town and staff (if applicable), state agencies (MDE, MDP, DNR), BMC, any adjoining jurisdictions, Baltimore City (if applicable), and the applicant(s) for review and comment.

Step 7 Following the Planning Commission meeting, the County Planning Department will work with the Carroll County Commissioners office to schedule a public hearing on the amendments. Notification of the hearing will be sent to the Town and staff of each municipality that is affected, state agencies (MDE, MDP, DNR), BMC, relevant adjoining jurisdictions, Baltimore City (if applicable), the applicant(s), and the public (through legal advertisements in local newspapers published two (2) times at least 14 days prior to the hearing).

Step 8 The Carroll County Commissioners will conduct a public hearing, which will occur no less than 30 days after the initial notification of the amendments was sent to stakeholders (see Step 6). If the amendment is disapproved, the amendment process is terminated. If the Commissioners approve the amendment or approve it with revision or conditions, the amendment, as adopted by the Commissioners, will be submitted to the Maryland Department of Environment for final approval/disapproval. Notification of the Board's action will be sent the stakeholders notified in Step 7 above.

Step 9 If the Maryland Department of Environment disapproves the proposed amendment, the amendment is terminated. Upon notification from

Maryland Department of Environment that the amendment has been approved by the State, the amendment becomes effective and will be incorporated into the *Carroll County Master Plan for Water and Sewerage*. Notification of final approval/disapproval will be sent to the applicant(s) and Town(s), as appropriate.