



PROCEDURES

Requesting an Amendment to the Carroll County Water and Sewer Master Plan

The Carroll County Water and Sewer Master Plan is updated every three years, and amendments to the plan take place twice yearly (spring and fall) between plan updates. Amendments can be submitted to the Carroll County Comprehensive Planning Division using the application procedures described below.

1. Triennial Update

In accordance with Section 9 – 503 of the Environment Article of the Annotated Code of Maryland, the Plan is reviewed every three years. The review constitutes an update of the entire plan including new calculations for tables, review and updates of all maps, and updated text. Individual amendments will also be considered as part of the update process.

2. Biannual Amendments

In order to keep the Plan as current as possible and to address and implement amendments on a timely basis during the two (2) years between the triennial updates, the Plan will be eligible for amendments on a cyclical basis.

Schedule

The schedule for the biannual amendment cycles is as follows:

Amendment Cycle Submission Deadline	Planning and Zoning Commission Certification	Board of County Commissioner Public Hearing, Adoption, & Transmittal to MDE
February 1 (Spring)	March	April
August 1 (Fall)	September	October

Amendment Initiation

Individual – An individual property owner can request Amendments by completing the proper form and following the Procedure for Amendment as determined by the Department Planning.

Town/System Operator – The incorporated towns and the Carroll County Department of Public Works, as owners/operators of the public systems, can request amendments to the Plan as part of the cycle process. The Comprehensive Planning Division will request timely submittal of requests prior to the submission deadline.

Staff – County Planning staff members can initiate amendments for the cycle process based on their working knowledge of need.

An *Application to Amend the Carroll County Water and Sewer Master Plan* must contain complete information as requested and noted on the *Application* and in these Procedures. Questions pertaining to the information required on the Application may be directed to the Division. The following steps summarize the procedure used to process amendment requests. Please note, this process is cumulative, and it is the applicant’s responsibility to make sure all information is provided to staff, upon request, for efficient processing.

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 2**.

Acronym	Full Name of Acronym
Plan	Carroll County Water and Sewer Master Plan
Application	Application to Amend the 2023 Carroll County Water and Sewer Master Plan
Division	Carroll County Comprehensive Planning Division
Commissioners	Carroll County Commissioners
MDE	Maryland Department of the Environment
MDP	Maryland Department of Planning
DNR	Maryland Department of Natural Resources
BMC	Baltimore Metropolitan Council

Step 1 Contact the applicable utility to inquire if they would be amenable to change their service area(s). Please see water and sewer service area maps for more information on your applicable utility provider here.

Step 2 The applicable utility will submit the completed County Application and all required information to the Division. Incomplete Applications will have to be revised by the applicable utility before being accepted.

Notes:

- The applicable utility will file the completed County Application to include:
 - Proposed revisions to the Plan map(s),
 - Proposed revisions to the Plan text, and

- Drawing(s) detailing proposed facilities that will serve the site.
- Any proposed additions, extensions, or removals of necessary facilities.
- For requests to reclassify a site from a Planned Service area to the No Planned Service area, the Plan Map(s) must show the planned facilities that are proposed to be removed from the Plan should the Application be approved.
- Plan Maps can be found on the County website at the following link (<https://www.carrollcountymd.gov/services/gis-maps/gis-map-gallery/water-sewer-maps-for-all-areas-served/>)
- During the preparation of the Division staff report, the Division will send the Application, supporting documentation, and the preliminary plan to:
 1. County Health Department,
 2. County Department of Public Works,
 3. Appropriate multi-county or regional comprehensive planning agency, MDP, DNR, and MDE for review and comment.

Comments received will be reflected in the Division staff report.

- Completed Applications are due to the Division on February 1 (Spring) and August 1 (Fall).

Step 3 Division staff will prepare and present the Division staff report to the applicable Municipal Planning Commission. If the Municipal Planning Commission finds the Application request to be consistent with their comprehensive plan, a certification form will be signed by the Chairperson of the Municipal Planning Commission, confirming consistency. If the Municipal Planning Commission finds any Application request to be inconsistent with their comprehensive plan, that Application request is terminated.

Step 4 Once the applicable Municipal Planning Commission has taken favorable action on the consistency of the Application and has signed the certification form, the Division will present the Division staff report to the Carroll County Planning and Zoning Commission for review, comment, and possible certification that the amendment is consistent with applicable County Master Plans. A certification form will be signed by the Chairperson of the County Planning and Zoning Commission that includes each individual amendment. If the County Planning Commission does not certify any Application request as consistent with applicable Master Plans, that Application request is terminated.

Note:

- Notification of the Carroll County Planning and Zoning Commission meeting, at which the Application 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 possible comment.

Step 5 Following the County Planning and Zoning Commission meeting, the County Attorney's office will schedule a public hearing on the proposed Application request. Notification of the public hearing will be sent to each applicable Town and staff, state agencies (MDE, MDP, DNR), BMC, any 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 6 The Commissioners will conduct a public hearing. Following the public hearing, the Commissioners will deliberate on the Application request. If the Commissioners approve the Application request or approve it with revision or conditions, the Application, as adopted by the Commissioners, will be submitted along with a signed Resolution to MDE for final approval/disapproval. If the Commissioners disapprove the Application request, that Application process is terminated. Notification of the Commissioners action will be forwarded to stakeholders.

Note: The Division will submit copies as required in COMAR Section 26.03.01.03A.(6)

Step 7 Upon notification from MDE that the Application request has been approved, the amendment to the Plan becomes effective. Notification of final approval/disapproval will be sent to the applicable applicant(s) and Town(s). If MDE disapproves any Application request, that Application request is terminated.

Step 8 Upon final MDE approval, the approved Amendment, along with applicable maps, will be uploaded to the County website.

Note: The Division will print Plan copies as required in COMAR Section 26.03.01.03B.