

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

Applications for an amendment to the *Carroll County Water and Sewer Master Plan* 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 2.

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 text. This would also include information regarding additions and/or extensions of necessary facilities. 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 Submit the application (with signatures from the operating agency) and set of maps/text to the Carroll County Department of Planning.

For municipal- or County-initiated applications: During the preparation of the staff report, the County Department of Planning 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 3 Staff will present a report to the Municipal Planning Commission. Once the Municipal Planning Commission has taken action on the consistency of the requested amendment with the municipality's comprehensive (or master) plan, staff will take the amendments to the Carroll County Planning Commission to certify consistency with the Carroll County Master Plan, Adopted and other applicable Adopted plans. If the Municipal Planning Commission finds the amendment to be inconsistent with the comprehensive plan, the application is terminated.

- Step 4** The County Department of Planning will present the requested amendment to the Carroll County Planning Commission for review, comment, and certification that the amendment is consistent with the Applicable County Master Plans. 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 5** Following the County Planning Commission meeting, the County Department of Planning 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). Planning staff will cut out both hearing notices from the newspaper and put them in the file.
- Step 6** The Carroll County Commissioners will conduct a public hearing. Following the public hearing the Carroll County Commissioners will meet to deliberate on the requested amendment. If the Commissioners approve the amendment or approve it with revision or conditions, the amendment, as adopted by the Commissioners, will be submitted along with a signed Resolution to the Maryland Department of Environment for final approval/disapproval. If the amendment is disapproved, the amendment process is terminated. Notification of the Board's action will be sent the stakeholders.
- Step 7** 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 Water and Sewer Master Plan*. Notification of final approval/disapproval will be sent to the applicant(s) and Town(s), as appropriate.