

ADOPTED 2018 WATER AND SEWER PLAN

CHAPTER 6 PROCEDURES FOR ADOPTING AND AMENDING THE PLAN

The authority to adopt and amend the Water and Sewer Plan resides with the County Council, following recommendations by the County Executive. The Water and Sewer Plan Amendment cycles provide the County Executive and the County Council with an opportunity to manage the rate of growth in the County. It also provides an opportunity to ensure the adequacy of the infrastructure and the delivery of services in a staged manner. The County will schedule four legislative amendment cycles for category changes and minor text amendments as well as monthly administrative amendment cycles per annum, excluding August and December. The Plan adoption process is described further in Section 6.1.

Section 6.2 describes the amendment processes that includes both legislative and administrative amendments. The legislative amendment process, used to advance properties from Category 6 or 5 to Category 4, is further described in Section 6.3. The administrative amendment process of the Plan, used when property owners are ready to develop and move from Category 4 to 3 or for a public use allocation, is discussed in Section 6.4. The requirements and procedures to obtain a waiver to either connect to public water and sewer or to use individual wells and septic systems are discussed in Section 6.5.

6.1 PLAN ADOPTION PROCESS

State law requires a comprehensive update of the Water and Sewer Plan at least once every three years. The update must include any changes that have occurred in demographics, geographical features, environmental factors, Federal, State or local regulations, and public health requirements. It also incorporates all legislative and administrative amendments approved since the previous plan adoption (November 2008), including category change actions, map revisions and corrections, and necessary text amendments.

The County Executive submits the Plan and Plan Maps for consideration by the County Council. The County Council schedules a public hearing and provides State and local agencies with 30 days' notice of the hearing. Following the public hearing, a work session of the appropriate County Council Committee is held. After considering matters raised at the public hearing and at the work session, the County Council acts on the proposed Plan. The County Executive has 10 days following adoption of the resolution to comment on the County Council's action before the resolution is effective.

In addition, the Water and Sewer Plan is amended annually with the County Council adopting the CIP of WSSC in May of each year. The CIP contains capital projects to support water supply and sewerage system development. Descriptions of these projects are included in the Water and Sewer Plan as chapter **Appendices 3-7** and **4-2**.

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6.2 AMENDMENT PROCESSES

The adopted Water and Sewer Plan assigns a category to every piece of property in the County. These categories determine whether land can be developed using public, or community, water and sewer or individual well and septic systems. A category change is usually required for a development proposal that needs a subdivision, or that disturbs more than 5,000 square feet of land. The categories are discussed in Section 2.1.2. “Water and Sewer Categories.”

Requests for changes to these categories, also known as the Water and Sewer Plan Amendments, can be achieved through two processes: The Legislative Amendment process and the Administrative Amendment process. The Legislative Amendment process is used when changes are proposed from Category 6 or 5 to Category 4 and for variations to policies, procedures, and practices established by the adopted Water and Sewer Plan. The Administrative Amendment process is used when changes are proposed from Category 4 to Category 3 and for public projects that are to be allocated for “public convenience and necessity” use. Both processes require the filing of an application for water and sewer plan amendment. Applications are discussed further in Sections 6.3.3 and 6.4.2, and as **Appendix 6-1**.

6.3 LEGISLATIVE AMENDMENT PROCESS

Landowners, County agencies, the Maryland-National Capital Park and Planning Commission (M-NCPPC), and the Maryland Department of the Environment (MDE) can initiate applications for the Legislative Amendment process. Plan amendments can be requested for water and sewer category changes, and for water withdrawal points and points of discharge, in excess of 5,000 gallons per day as an annual daily average. Additionally, a contract purchaser, with the owner’s written consent, may initiate the application.

The County Executive has delegated the management of the Water and Sewer Plan, including the preparation of Legislative Amendments, to the Department of Permitting, Inspections and Enforcement (DPIE). DPIE leads in implementing the County’s goals, objectives and legal requirements for providing water and sewer service in Prince George’s County, in concert with land use and sustainable growth policies established by the adopted General Plan, and through the Department’s protection of the County’s natural and manmade resources. In its management of the Water and Sewer Plan and amendments, DPIE coordinates with County and Bi-County agencies and evaluates, prepares and submits proposed Legislative Amendments for the County Executive's review and recommendation. These recommendations are then sent with an accompanying proposed Council Resolution for consideration by the County Council.

The County Council provides a notice of the pending amendments to the public, County, and State agencies prior to a public hearing. Anyone interested in an amendment or an application in the proposed Water and Sewer Plan Amendment package may testify at the public hearing. After the public hearing, a work session of the appropriate County Council Committee is held. After considering matters raised at the public hearing and work session, the County Council acts

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on the proposed Legislative Amendments. The County Executive has 10 days following adoption of the resolution to comment on the County Council's action before the resolution is effective.

Prince George's County will schedule four Water and Sewer Plan Legislative Amendment cycles each year. This is one more cycle than previous adopted plans have allowed. Applications to amend the Plan must be submitted to DPIE by the respective closing dates: **March 1**, **June 1**, **September 1**, and **December 1**. DPIE provides application forms (see **Appendix 6-1** of this chapter). The applications, with all required attachments, must be completed before the closing date to be accepted for review (see Section 6.3.3). DPIE, the County Executive and the County Council reserve the right to request any additional information deemed appropriate. An application may be rejected from the process if requested information is not received within a designated time frame. Additionally, an application may be rejected if the policies and criteria listed in Section 2.1.4 are not met for the development review processes or for the development proposed. Incomplete applications received, via courier, mail or electronic transfer, will be returned to the applicant or the correspondent of record. Applications found to be incomplete after the closing date will be required to re-file, and may be subject to an additional filing or late fee.

6.3.1 Referral and Review Process

Applications are reviewed by the Washington Suburban Sanitary Commission (WSSC), the Maryland-National Capital Park and Planning Commission (M-NCPPC), the County Health Department (PGCHD), and the Department of Permitting, Inspections and Enforcement (DPIE). DPIE may also request reviews or comments from other appropriate agencies and municipalities. One copy of each application is sent to the County Council. Reviewing agencies are given 15 days from the date of referral to submit comments to DPIE on applications received.

DPIE, as the agency integrally involved in permitting services for the County and the administrator of this process, evaluates each application proposal based on criteria listed in Section 2.1.4, and consistency to other Federal, State, Regional, County, and Municipal land use plans and planning policies outlined or implied in the Water and Sewer Plan. DPIE comments on the existence of and requirements for permits prior to, during, and after the disturbance of land, and the proposed development's need for road improvements and other transportation facilities.

State and County agencies involved in the review process provide information and assistance pertinent to water and sewer planning and development specific to its area of proficiency. These comments are considered in recommendations presented to the County Executive and County Council. In addition to DPIE, the plan administrative agency, the following agencies provide written comments on all amendment applications: WSSC calculates an estimated sewage flow for each project and describes whether the project can be served by existing water and sewer lines, or estimates what size and type of improvements would be necessary to provide service; M-NCPPC compiles information on general plan policies, master plan recommendations, zoning, subdivision status, and adequacy of public facilities, residential capacities, community needs, infrastructure, and services; and PGCHD provides information about existing wells, septic systems and percolation tests conducted on the subject property, as well as soils and other environmental health and sanitation issues.

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Based on the information provided in the application and the comments received from reviewing agencies, DPIE prepares a report evaluating the merits of the request and its proposal. The County Executive then determines a recommendation for each request and transmits the proposed amendment resolution to the County Council. DPIE notifies each applicant of the County Executive's recommendation once the resolution has been introduced as pending legislation. The County Council holds a public hearing and a work session prior to adoption of the resolution. At the close of each public hearing, the Chair of the County Council shall specify that no additional evidence will be accepted by the Clerk of the Council for inclusion into the record. If any evidence is presented subsequent to the public hearing, it shall not be considered as a part of the record and shall not be used as a basis for denying or granting a category change request. The adopted Council Resolution serves as legal documentation of the approved amendments to the Water and Sewer Plan and Maps. A copy of the adopted County Council Resolution is available at the Office of the Clerk of the Council.

The Legislative Amendment process has been modified to accommodate four cycles, approximating 13 weeks per cycle. The exact duration and action dates are dependent on weekdays, holidays and other workload within County agencies, and may also be impacted by County elections. The introduction of a resolution for an Amendment, the public hearing and the County Council's final adoption must each occur at a full legislative session of the County Council. These are usually held on Tuesdays.

Table 6-1. Approximate Schedule for Legislative Amendments

Week 1	Initial review by DPIE and referral to agencies
Weeks 2-5	Agency commenting period
Weeks 6-7	DPIE prepares staff report, drafts resolution for transmittal of the County Executive's recommendations and Office of Law review to the County Council
Week 8	County Council introduces Resolution
Weeks 9-12	Public hearing notice, public hearing and work session
Week 13	Final adoption by the County Council

6.3.2 Redesignation Criteria for Legislative Amendments

Legislative Amendments to the Plan include category changes. In order for the County to approve a particular category change, the project must meet the policies and criteria listed in Section 2.1.4 of this plan. Category specific criteria also include the following:

- Category 4
- The project complies with applicable zoning requirements.
 - Water and sewer service is found to be adequate and available through a WSSC-issued Letter of Findings.
 - Additional residential capacity is needed (residential development)
 - The development proposal includes an adequate description.
 - Property is located inside the Sewer Envelope

- Category 5
- The proposed development complies with applicable zoning.

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- Water and sewer service is ultimately planned for the area.
- Additional residential capacity is not needed (residential development)
- Property is located inside the Sewer Envelope

- Category 6
- The project complies with applicable zoning requirements.
 - Community service is not planned for the area.
 - Rural sanitation and rural water supply can support the development.
 - Property is located outside the Sewer Envelope.

Any project that has an active rezoning application may not be processed for water and sewer category amendments.

6.3.3 Application Requirements

The application form must be completed according to its accompanying instructions and is subject to a review process. An application must be made using forms provided by DPIE or by downloading the application from the DPIE website (see **Appendix 6-1** of this chapter). A completed application consists of the original application form (notarized as appropriate), required supporting materials and documents on 8 ½ x 11 papers, and the required nonrefundable filing fee. Documents must be legible and scanner-ready for acceptance into the designated cycle for processing. The deadline for accepting applications is the close of business on the 1st of **March, June, September** and **December**. If the deadline date is on a weekend or a holiday, the following business day will be considered the deadline date.

6.3.4 Refiling of Denied Applications

Denied applications may be refiled in consecutive cycles. The County reserves the right, however, to determine whether circumstances or policies related to the original denial have changed significantly to justify reconsideration in the next consecutive cycle. The refiled application is subject to the applicable non-refundable filing fee.

6.3.5 Fee Schedule

A fee schedule for Legislative Amendments is found in **Appendix 6-2** of this chapter.

6.4 ADMINISTRATIVE AMENDMENT PROCESS

Once a property has been changed to Category 4 and meets certain criteria, a Plan Amendment application to move to Category 3 may be submitted. Category 3 status allows the owner of the property to obtain appropriate water and sewer extension authorization, record the final plat and subsequently receive building permits. Plan amendments for changes from Category 4 to Category 3, and for public use allocations are generally approved administratively. Public use allocations are required for any development proposed by a public entity (Federal, State, County, Municipal, and Regional) and those deemed public by the Maryland Public Service Commission, possessing a Certificate of Public Convenience and Necessity (CPCN).

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DPIE will accept applications for Administrative Amendments on a continuous basis, and approvals will be issued approximately 45 days after receipt of a complete submittal. Applications should only be submitted to DPIE after the Planning Board has approved the preliminary subdivision. Applications for an Administrative Amendment are submitted on an Application for Water and Sewer Plan Amendment form furnished by DPIE (see **Appendix 6-1** of this chapter). Applications may be initiated by the landowner or his/her legal representative, or by a contract purchaser with the written consent of the property owner. Additionally, County agencies, the M-NCPPC and the Maryland Department of the Environment, may also initiate an administrative amendments. Only completed applications should be submitted for review (see Section 6.4.2). Incomplete applications received, via courier, mail, or electronic transmittal will be returned to the applicant or the correspondent of record. Applications found to be incomplete may be subject to an additional filing fee.

DPIE will evaluate applications received by the 1st of each designated month, and a report on each application will be transmitted to the County Executive and the County Council by the 15th of the month. In order to ensure an adequate analysis and receipt of current information, DPIE reserves the right to determine what is necessary before transmitting the evaluation to the County Executive and the County Council. Reasons for delayed transmittals may include, but are not limited to the following: approved Preliminary Plans that are more than four years old, outstanding conditions (State or County) relating to the preliminary plan approval, conditions set at the time of the legislative approval, expired or outdated DPIE Site Development Concept Plans, or failure to provide any portion of requested information necessary to complete the evaluation. The County Executive and the County Council will have 30 calendar days to comment on the application and its request, once transmitted by DPIE. If no comments are made, the Director of DPIE may approve each application included in the transmitted cycle.

During the 30-day review period, the County Executive or County Council may request that an application be processed as a Legislative Amendment. Should this occur, the application would be placed in the next available Legislative Amendment cycle (**March, June, September or December**). DPIE will notify the applicant, or the correspondent of record, of any pending procedures or deficiencies in the filing that would prevent the application's processing in a requested cycle.

6.4.1 Redesignation Criteria for an Administrative Amendment

DPIE shall use the policies and criteria listed in Section 2.1.4 of this Plan to review an administrative change from Category 4 to Category 3. At a minimum, the development proposal submitted with the application shall have:

- A. An approved, valid Preliminary Plan, including the signed corresponding Resolution of the specified plan.
- B. A valid DPIE Site Development Concept Approval Letter.
- C. Conceptual water and sewer alignments shown on the preliminary plan submitted in a Hydraulic Planning Analysis (HPA) for WSSC to review.
- D. Required Capital Projects included in the adopted WSSC CIP.

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- E. No additional capacity dependencies noted in WSSC’s Letter of Findings.
- F. Description of the project’s ability to meet the County’s criteria for quality development, to include:
 - 1. Architectural renderings (sales brochure quality);
 - 2. Description of amenities (itemized, if not included above);
 - 3. Confirmed builder(s);
 - 4. Description of community and public enhancements;
 - 5. Designation as a priority project in the County’s Economic Development Program.

6.4.2 Application Requirements

The application form must be completed according to accompanying instructions and is subject to a review process. An application must be submitted using forms provided by DPIE or by downloading the application from the DPIE website (see **Appendix 6-1** of this chapter). The original application form and all supporting materials are required for acceptance into the process. A completed application consists of the original application form (notarized as appropriate), required supporting materials and documents on 8 ½ x 11 papers (except for certified Preliminary Plans), and the required nonrefundable filing fee. Documents must be legible and scanner-ready, if not completed online.

6.4.3 Fee Schedule

A fee schedule for plan amendments is found in **Appendix 6-2** of this chapter.

6.5 WAIVER PROCESS

Prince George’s County has had a history of allowing interim well and septic systems, on a case by case basis, in areas designated for development planning and future public service (Category 4 and Category 5). It is the intent that interim well and septic systems be removed once public water and sewer becomes available and accessible. However, many developed residential lots are still being serviced by well and septic systems because public water and sewer lines have not been constructed to allow for connections, or property owners have not yet connected to the public system. Numerous interim systems are failing and posing concerns to health and the natural environment. Strategies are now under review that actively seek to remediate these circumstances. New regulations, such as The Sustainable Growth and Agricultural Preservation Act of 2012 (SB 236, also known as “the Septics Bill”) has placed stringent requirements on Maryland counties to identify areas where “major and minor residential subdivisions may be located and what type of sewerage system will serve them.” The General Plan has redelineated the County by tiers to guide where public facilities are to be constructed, and where interim systems may be utilized. The County will make every effort to strictly adhere to bills, acts and regulations that have been imposed to protect and sustain the natural and manmade environments. Waivers shall not be granted for the purpose of circumventing any of the established policies and guidelines.

The Waiver process is designed to eliminate unnecessary burden on an individual owner of an existing single-family residence or lot, or a residential minor subdivision. The property must

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be located inside the Sewer Envelope, within the Growth Boundary, and in a publicly designated category. There are two types of waivers: 1) Waiver to Connect to Public (Community) Water and Sewer; and 2) Waiver to Use an Interim Individual Well and Septic System.

The Director of DPIE may waive certain Water and Sewer Plan requirements for existing, individually-owned residences and residential minor subdivisions. An application and a review process initiated at DPIE – in conjunction with WSSC, the County Health Department, and M-NCPPC – will determine eligibility of the subject property, and a recommendation based upon findings. Applicants will receive a letter signed by the Director of DPIE regarding the approval or denial of such requests.

Waivers are not typically needed for homeowners who are using an existing well or septic system that has become a health hazard. In most of these cases, the Health Department makes a determination on how to expedite and resolve the problem (see Chapter 5).

6.5.1 Waiver Criteria—Connection to Public (Community) Water and Sewer

A Waiver for Connection to Public Water and Sewer may be requested when public water or gravity sewer lines abut the property and the property owner wishes to connect. Waivers are provided for existing, individually-owned residential lots and parcels, and residential minor subdivisions. This waiver process may be applied for up to seven existing single-family residential lots, or for a proposed subdivision determined by M-NCPPC to qualify as a residential minor subdivision defined in Section 24-117 of the County Code. Each lot must be located inside the Sewer Envelope, within the Growth Boundary, and have abutting water and abutting gravity sewer lines located in a dedicated street, right-of-way or traversing the property. Connections to public water and sewer may not exceed 200 feet of dedicated streets or rights-of-way. The waiver process typically does not change the water or sewer category designation of the property. Residential minor subdivisions requesting such waivers shall be evaluated under the criteria specified in Section 2.1.4 “Category Change Policies and Criteria.”

6.5.2 Waiver Criteria – Use of Interim Individual Well and Septic Systems

A Waiver for the use of interim individual well and septic systems may be requested when the public water and sewer system is not currently available or accessible, but is planned (for servicing and extending) under an approved project. Waivers are provided for existing, individually-owned residential lots and residential minor subdivisions. This waiver process may only be applied for up to seven existing, individually-owned residential lots, or for a proposed subdivision determined by M-NCPPC to qualify as a residential minor subdivision defined in Section 24-117 of the County Code. Each lot must be located inside the Sewer Envelope, within the Growth Boundary, located in an area that is planned for public service under an authorized and active project and, connection is currently greater than 200 feet from the property line. The property must meet the required acreage, testing, and secure the appropriate permits to install or maintain an interim individual system as determined by the PGCHD (see Chapter 5). Connection to the public system shall be made within one year or less after the public system becomes available (As described in COMAR 26.03.01.05). Residential minor subdivisions requesting waivers shall be evaluated under the criteria specified in Section 2.1.4 “Category Change Policies and Criteria.”

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6.5.3 Application Requirements

An application must be submitted using forms provided by DPIE or by downloading the application from the DPIE website (see **Appendix 6-1** of this chapter). Applications are to be completed with the fee and attachments as listed on the application form. Incomplete applications will not be reviewed, and the fee will not be refunded. Additional documents may be requested for further analysis after an initial review. Waiver applications do not have a filing deadline, and may be submitted at any time.

6.5.4 Fee Schedule

A fee schedule for the Waiver process is found in **Appendix 6-2** of this chapter.

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**THE PRINCE GEORGE'S COUNTY GOVERNMENT
DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT**

Documents and Forms:

Instructions for Amending the Plan

Water and Sewer Plan Amendment (Form 2.01)

Final Plat Approval (Form 2.02)

Waiver for Connection to Water and Sewer (Form 2.03)

Waiver for Interim/Individual Well or Septic System (Form 2.04)

Application forms (including instructions) may be downloaded from our website at:
<http://www.princegeorgescountymd.gov/1024/Permitting-Inspections-and-Enforcement>

Application forms contained herein are the approved forms associated with the printing of this Plan. For the version currently in use, please contact:

***Department of Permitting, Inspections & Enforcement (DPIE)
9400 Peppercorn Place, Largo, Maryland 20774
301-636-2060***

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**THE PRINCE GEORGE'S COUNTY GOVERNMENT
DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT**

APPLICATION FOR WATER AND SEWER PLAN AMENDMENT

INSTRUCTIONS

Please follow the instructions carefully to ensure the application is complete. An incomplete application may delay the processing of the request, including rejection from the requested cycle, and additional fees. The 2018 Water and Sewer Plan revises fees for the plan, plan amendments, and processes that must be included with your submission. A Fee Schedule accompanies this instruction sheet. For questions or assistance in completing the forms, contact the Department of Permitting, Inspections and Enforcement (DPIE), Site Road Plan Review Division, at (301) 636-2060. Interactive applications (PDF) and the 2018 Water and Sewer Plan (PDF) may be found at: <http://www.princegeorgescountymd.gov/1024/Permitting-Inspections-and-Enforcement>

Send completed applications and other required information to:

Prince George's County Government
Department of Permitting, Inspections and Enforcement (DPIE)
9400 Peppercorn Place
Largo, MD 20774

For questions regarding the approved General Plan, master plans, zoning or subdivisions, contact the Maryland-National Capital Park and Planning Commission (M-NCPPC) at:
(301) 952-3680 or (301) 952-3530

For information on the public water and sewer system, connections and line extensions, and water and sewer billing, contact the Washington Suburban Sanitary Commission (WSSC) at:
(301) 206-WSSC (9772)

For information on well and septic systems, contact the Prince George's County Health Department (PGCHD) at:

(301) 883-7681

Type of Amendment	Administrative	Legislative
Requested Amendment	Category 3 or Public Use	All other category change requests
Application Deadlines	Continuous; approvals monthly except August and December	March 1, June 1 September 1, December 1
Approximate Processing Time	45 days (some reviews may require additional 30 days)	13 weeks
Submittal Requirements	Original application and required attachments	Original application and required attachments

In addition to the application form, the following attachments are required based on the requested amendment and its criteria:

Requested Amendment	Required Attachments
Category 4	<p>Copy of the current County tax map referencing the grid number(s) and parcel number(s) with the property clearly delineated</p> <p>Development Proposals – description of how the proposal will enhance the surrounding community including initiatives to improve roads, public facilities, community services and environmental concerns</p> <p>Completed owner and contract purchaser Disclosure Statement(s)</p> <p>Notarized owner’s signature</p> <p>Recommended Attachments/Actions:</p> <ul style="list-style-type: none"> • A conceptual description of the development proposal • Response to the Land Development Review questions should be as complete as possible

Requested Amendment	Required Attachments
<p>Category 3 or Public Use Allocation</p>	<p>An approved Preliminary Plan of subdivision and its signed Planning Board Resolution;</p> <p>A valid DPIE Site Development Concept approval letter</p> <p>A valid WSSC Hydraulic Planning Analysis (HPA) Letter of Findings</p> <p>Architectural renderings (a graphic representation of the finished dwellings or structure and the layout; sales brochures are preferred; submittals larger than 8 ½” x 11” will not be accepted) with written descriptions of amenities offered</p> <p>Confirmed Builder(s)</p> <p>Photocopy of the current County tax map referencing the grid number(s) and parcel number(s) with the property clearly delineated</p> <p>Land Development Review questions answered completely and separate sheets provided as requested</p> <p>Completed owner and contract purchaser Disclosure Statement(s)</p> <p>Notarized owner’s signature</p>

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IV. PROPOSED DEVELOPMENT

<u>Residential</u>	<u>Total Acreage</u>	<u># of Units</u>	<u>Minimum Livable Space*</u>	<u>Minimum Sales/Rent \$ per Unit</u>
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*Livable space – The enclosed (finished) living area of the primary, residential structure *above ground or grade level* that is utilized for living, sleeping, eating, cooking, bathing, washing and sanitation purposes. This does not include basements, even if finished.

Single Family Detached	_____	_____	_____	_____
Townhouse	_____	_____	_____	_____
Multifamily _____ Floors	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____

<u>Non- Residential</u>	<u>Total Acreage</u>	<u># of Bldgs.</u>	<u># of Floors</u>	<u>Total Floor Area</u>	<u>Minimum Sales/Rent \$ per sq. ft.</u>
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Retail Space	_____	_____	_____	_____	_____
Office	_____	_____	_____	_____	_____
Warehouse	_____	_____	_____	_____	_____
Church	_____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____

Contract Purchaser: _____

Architect/Engineer: _____

Confirmed Builder(s): _____

(Required for all Administrative Amendments – Category 4 to 3)

1. Is the commercial/industrial space designed for a certain business? If yes, please explain.

2. What type of business will occupy the space?

Estimated number of employees/contractors _____

3. If relocating from within Prince George’s County, please provide the current location/address of the business:

4. Describe how the proposal will enhance the surrounding community, including what initiatives are offered to improve roads, public facilities, community services, and efficiently use environmental resources. Please provide any information that would facilitate the review of this proposal on a separate 8½” x 11” page.

V. LAND DEVELOPMENT REVIEW

Some responses may not be applicable to small, residential developments or projects in the early stages of development

1. Subdivision Name: _____
Preliminary Plan of Subdivision #: _____ Submittal Date: _____
Date of Preliminary Plan Approval: _____ Certification Date: _____

2. Comprehensive Design Plan, Phase II, Name: _____
CDP #: _____ Submittal Date: _____ Approval Date: _____

3. Rezoning or Special Exception Plan Name: _____
Rezoning or Special Exception #: _____ Submittal Date: _____ Approval Date: _____

Note: Projects undergoing rezoning or special exception cannot be processed for water or sewer category Amendment. Rezoning and SE cases must receive final approval before amendments can be processed.

4. Site Development Concept Plan #: _____ Approval Date: _____

5. WSSC Letter of Findings #: _____ Approval Date: _____

6. Is this project a Designated Priority Project? Yes: _____ No: _____

7. Are sustainable practices and techniques proposed? Yes: _____ No: _____
If "yes," please attach description on a separate page.

8. Please identify the appropriate Policy Area in which the proposal is located from Plan Prince George's 2035: _____ Growth _____ Rural & Agricultural

9. Please check the applicable Sustainable Growth Act (SGA) tier designation from Plan Prince George's 2035:
_____ Tier 1 _____ Tier 2 _____ Tier 3 _____ Tier 4

10. Explain how this development meets or will meet the tier-specific policies established in Plan Prince George's 2035 (Please attach a separate page.)

11. Does water and sewer service to the property necessitate a project in the WSSC Capital Improvement Program (CIP)? Yes: _____ No: _____ Not Certain: _____

PLEASE NOTE: The latest edition of DPIE Form 2.01 (Rev. 12/17) may be downloaded at:

The website is currently under construction and pending revision of the 10-Year Water and Sewer Plan. Please contact the program manager at 301-636-2060 or sabranch@co.pg.md.us for more information.

*The original application form and requested attachments are **required** upon submittal to the Legislative or the Administrative Amendment cycle, and must be delivered to DPIE within 48 hours of its electronic transmittal (if approved for electronic transmittal).*

The application may be rejected by DPIE if any part of the submittal criteria is not satisfied by the application deadline for the designated amendment cycle or if documentation is not legible.

Signature of Correspondent: _____

Name, Title, Company: _____

Telephone: _____ E-mail Address: _____



**THE PRINCE GEORGE'S COUNTY GOVERNMENT
DEPARTMENT OF PERMITTING,
INSPECTIONS AND ENFORCEMENT**

VII.

**NOTARY PAGE FOR OWNER SIGNATURE (S) TO ACCOMPANY
APPLICATION FOR WATER AND SEWER PLAN AMENDMENT
(If more than three owners attach a separate sheet in the format presented)**

Owner: _____ (1)

Tax Map #: _____ Grid: _____ Parcel/Lot #: _____

Signature of Owner

Notary Seal, Signature, Commission Expiration

Owner: _____ (2)

Tax Map #: _____ Grid: _____ Parcel/Lot #: _____

Signature of Owner

Notary Seal, Signature, Commission Expiration

Owner: _____ (3)

Tax Map #: _____ Grid: _____ Parcel/Lot #: _____

Signature of Owner

Notary Seal, Signature, Commission Expiration

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Prince George's County
 Department of Permitting, Inspections
 and Enforcement
SITE/ROAD PLAN REVIEW DIVISION
 9400 Peppercorn Place
 Largo, Maryland 20774
 301.636.2060 ♦ FAX: 301.925.8510



FINAL PLAT APPROVAL APPLICATION

Each record plat proposing the use of public water and/or sewer facilities must be submitted with a completed application form to: **Department of Permitting, Inspections and Enforcement, 9400 Peppercorn Place, Largo, Maryland 20774.**

For more information, please call (301) 636-2060.

Submittal Date: _____ *(If applicable)* **Previous Submittal Date:** _____

Record Plat Name: _____

Applicant: _____ Engineer/Company _____

Contact Person: _____ Telephone(s): _____

E-mail Address: _____

DEVELOPMENT PROPOSAL			
Residential (Provide number of units)		Non-residential (Provide best numerical estimates)	
Existing	Planned	Existing	Planned
_____ units	_____ units	_____ sq.ft.	_____ sq.ft.
_____ units	_____ units	_____ sq.ft.	_____ sq.ft.
_____ units	_____ units	_____ sq.ft.	_____ sq.ft.
_____ units	_____ units	_____ seats	_____ seats
_____ units	_____ units	_____ seats	_____ seats
_____ units	_____ units	_____ seats	_____ seats
_____ units	_____ units	_____ beds	_____ beds
_____ units	_____ units	_____ sq.ft.	_____ sq.ft.
	single-family		office
	townhouses		retail store
	garden apts.		warehouse
	high-rise apts.		restaurant
	elderly housing		church
	nursing home		school _____ (specify type)
	<i>other</i> _____ (specify)		hospital
			<i>other</i> _____ (specify)

Prior to submitting the plat for review, please ensure the following have been completed and provided:

- _____ The property is in **Water and Sewer Category 3**
- _____ The above boxed-in sections of this form are completed
- _____ Appropriate note is printed on the plat (see page 2)
- _____ Surveyor's and owner's signatures are on the plat
- _____ Preliminary Plan number is on the plat
- _____ WSSC grid number is on the plat
- _____ Provide one paper copy of the plat
- _____ Provide current WSSC Letter of Findings & Sketch
- _____ Floodplain review required, approved or not applicable (specify)
- _____ DPIE's signature block is printed on the plat as shown herein (1 1/2 x 5 1/2)
- _____ A Mylar copy of the plat is included (a total of 2 plans)
- _____ Applicable fee (see Fee Schedule) payable to "Prince George's County"

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT
 PRINCE GEORGE'S COUNTY, MARYLAND

APPROVED: _____
 DATE _____ DIRECTOR OR DESIGNEE _____

Use the appropriate water and sewer notes on the Final Plat, and above the Signature Block, please print:

For Public Water and Sewer Systems Only

Note # 1 *When water and sewer lines already about each proposed lot:*

Approval of this plat is predicated upon public water and sewer being available prior to construction.

Note # 2 *When water and sewer line extensions are required for service:*

Approval of this plat is based upon a reasonable expectation that public water and sewer service will be available when needed and is conditioned on fulfilling all of the commitments contained in the Washington Suburban Sanitary Commission project/ authorization # _____. Furthermore, waiver # _____ for connection to public water or sewer has been obtained from DPIE. If an On-Site system will be utilized on the property, please provide the approved on-site number from the Washington Suburban Sanitary Commission.

Note # 3 *When public water and sewer lines are already being utilized by existing structures and only lot lines are being modified:*

Approval of this plat will have no impact on the existing public water and sewer systems. The approval of future building permits will be based upon public water and sewer capacities being available prior to construction.

Note # 4 *When shared water and sewer facilities are proposed
(Note that shared facility plats must be co-signed with the Health Department):*

Approval of this plat is predicated upon the use of a shared sewage disposal system (or water supply system) approved in CR-____-20____(Please provide the number of the Council Resolution approving the shared facility).

This Page does not need to be submitted with the plat.



Prince George's County
 Department of Permitting, Inspections
 and Enforcement
SITE/ROAD PLAN REVIEW DIVISION



9400 Peppercorn Place
 Largo, Maryland 20774
 301.636.2060 ♦ FAX: 301.925.8510

**WAIVER APPLICATION FOR
 CONNECTION(S) TO PUBLIC WATER AND SEWER**

Waiver is applied for (*check appropriate number*): 1 2 3 4 residential connection(s)
 for public water _____ public sewer _____ service for the following property:

Legal address of property: _____

Tax Map #: _____ Grid: _____ Parcel(s): _____ Lot: _____ Acreage: _____

Tax Account #: _____ Subdivision Name: _____

Preliminary Subdivision #: _____ Development Proposal: _____

Total sq. ft. of structure (The enclosed [finished] living area of the primary residential structure *above ground or at grade level* that is utilized for living, sleeping, eating, cooking, bathing, washing and sanitation purposes. This does not include basements, even if finished.): _____

Total Price (including land): _____

Property Owner: _____

Address: _____

Owner's Signature: _____ (Date)

(Signature requires a Notary)

Work Telephone #: _____ Home Telephone #: _____

Mobile Telephone #: _____ E-mail Address: _____

A Waiver may be approved if the following criteria are met and provided:

- The property is located **inside the Sewer Envelope** boundary, and within **Sustainable Growth Act Tiers I or II**
- The property is designated in **Water or Sewer Category 4 or 5**
- Existing water and sewer lines are near the property (within 200 feet) in dedicated streets or rights-of-way; and
- The water and sewer lines are to serve a maximum of seven single family residential lots that are either existing or proposed for the minor subdivision as defined in Section 24-117 of Subtitle 24 of the Prince George's County Code; and service can be provided to each lot without a main line extension.

Required attachments:

- A copy of the tax map with the property lines clearly delineated
- A copy of the preliminary plan (if applicable)
- A copy of the architectural rendering of the proposed unit(s); and, if applicable
- A copy of the WSSC authorization showing that water and/or sewer lines are being built abutting the property
- If property ownership has changed in the last sixty days, submit documentation verifying current ownership
- Applicable fee – **payable to "Prince George's County"** – is received (See Fee Schedule; Note: Fee is non-refundable.)

A Waiver is subject to Health Department moratoria, WSSC transmission and treatment capacity restrictions and engineering constraints. This approval does not guarantee a connection. For further information, please call 301-636-2060. Submit the completed application, documents and fee to:

Prince George's County Government,
 Department of Permitting, Inspections and Enforcement
 9400 Peppercorn Place, Suite 230
 Largo, Maryland 20774

For more information, please call the Water and Sewer Plan Coordinator at: 301-636-2060

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Prince George's County
 Department of Permitting, Inspections
 and Enforcement
SITE/ROAD PLAN REVIEW DIVISION
 9400 Peppercorn Place
 Largo, Maryland 20774
 301.636.2060 FAX: 301.925.8510



**WAIVER APPLICATION FOR AN
 INTERIM INDIVIDUAL WELL OR SEPTIC SYSTEM**

A Waiver for an Interim System is applied for the installation of a (*check the appropriate service*):
Well: _____ **Septic System:** _____ on the following property:

Legal Address: _____

Tax Map #: _____ Grid: _____ Parcel/Lot: _____ Tax Account: _____

Subdivision Name (*if applicable*): _____

Total sq. ft. of Structure (The enclosed [finished] living area of the primary residential structure *above ground or at grade level* that is utilized for living, sleeping, eating, cooking, bathing, washing and sanitation purposes. This does not include basements, even if finished.) _____

Justification for the installation of an interim individual system(s): _____

Development Proposal: _____ Total Price (including land): _____

Property Owner: _____ Address: _____

Work Telephone #: _____ Home Telephone #: _____

Mobile Telephone #: _____ E-mail: _____

Owner's Signature: _____

(Signature requires a Notary)

(Date)

=====

A Waiver may be approved if the following criteria are met and provided:

- The property is in **Water and/or Sewer Category 3, 4 or 5** and public service is currently unavailable or inaccessible to the platted parcel or lot
- The property is located within Sustainable Growth Act Tiers I or II
- The interim individual system is to serve a single-family residential unit on a platted parcel or lot
- A copy of the tax map with the property lines clearly delineated is attached
- A copy of the architectural rendering or photo of the residential unit(s) is attached
- Current ownership documents are provided if ownership of the platted parcel or lot has changed in the last ninety days
- Applicable fee – **payable to "Prince George's County"** – is received (*See Fee Schedule; Note: Fee is non-refundable.*)

For more information, please call the Water and Sewer Plan Coordinator at: 301-636-2060.

Submit the completed application to:

Prince George's County
 Department of Permitting, Inspections and Enforcement
 9400 Peppercorn Place, Suite 230
 Largo, Maryland 20774

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PRINCE GEORGE'S COUNTY
FEE SCHEDULE ASSOCIATED WITH
THE 2018 WATER AND SEWER PLAN
AMENDMENTS AND PROCESSES

All services and activities under the auspices of the adopted Water and Sewer Plan are subject to the fee schedule that accompanies the plan. All fees are waived for public agencies, i.e., Federal, State, County and Municipal entities.

Water and Sewer Plan Amendments and Activities Related to Water and Sewer Planning

Fees are non-refundable and applicable for category change applications, whether legislative or administrative, waiver applications, and final plat review applications. Deferred and resubmitted applications must also pay these fees. Applications are due by the designated filing deadlines for administrative and legislative amendments. A late submittal to the administrative or legislative amendment cycles are subject to the discretion of the Department of Permitting, Inspections and Enforcement (DPIE) and may be charged at a rate of 10% of the assessed application fee. Applications for other processes do not have a filing deadline, however, the application will expire one year from the date of receipt if no activity, or for incomplete packages.

The Fee Schedule associated with the adoption of the 2018 Water and Sewer Plan is as follows:

2018 Plan Fees PGEO		Sample Fees
I. Water/Sewer Category Amendment		
Residential - Dwelling Units (DUs)		
1 Dwelling Unit	\$350	
2 - 10 Dwelling Units	\$1,000	
11 - 25 Dwelling Units	\$2,250	
26 - 100 Dwelling Units	\$3,500 x	\$3,500
101+ Dwelling Units	\$15,000	
Commercial Development		
Minor: 2 acres or less	\$2,000	
Major: more than 2 acres	\$6,500 x	\$6,500
Mixed Use		
<i>Mixed Use example: 26 DUs, 2 Bldgs, 14 acres: \$3,500 (residential fee) + \$6,500 (commercial fee) = \$10,000</i>		
Shared System - considered commercial in nature; requires legislation to amend the W/S Plan		
		Commercial Fees
II. Water/Sewer Waiver Fees		
Residential (Minor)		
Interim System - Well	\$500	
Interim System - Septic	\$500	
Connection - Public Water	\$350	
Connection - Public Sewer	\$350	
Non Residential		
Interim System - Well	\$850	
Interim System - Septic	\$850	
<i>Non Residential use is to accommodate existing development until authorized public water/sewer available</i>		
III. Water/Sewer Review - Final Plat		
Review/Signature (per Mylar)	\$350	
Expedited Review/Signature (per Mylar)	\$100	
		Payable to PGEO: \$10,000

Late submittals are subject to the discretion of DPIE and a late fee may be charged at a rate of 10% of the assessed application fee
Fees are waived for public entities i.e., Federal, State, County, Municipal

IV. Documents and Maps

Water and Sewer Plan - Printshop copy

Water and Sewer Category Maps

36" x 60"

11" x 17"

Map Excerpt (prepared to order)

8.5" x 11"

\$200

\$280 ea

\$100 ea

\$50 ea

Section IV amended by CR-11-2020 for inclusion