

# ADOPTED 2008 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 provides for three Legislative Amendment cycles for category changes and minor text amendments as well as ten Administrative Amendment cycles per annum. 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 made since the previous plan adoption (November 2001), 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 ten 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 Capital Improvement Program (CIP) of the Washington Suburban Sanitary Commission (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 3-3** 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. The Administrative Amendment process is used when changes are proposed from Category 4 to Category 3. Both processes require the filing of an Application for Water and Sewer Plan Amendment. The application is discussed further in Section 6.3.3 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, for realignments of the Sewer Envelope boundary, 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 Environmental Resources (DER). DER is at the forefront in implementing the County’s goals, objectives and legal requirements for providing water and sewer service in Prince George’s County, in concert with the Livable Communities Initiative, through the Department’s protection of the County’s natural and manmade resources. In its management of the Water and Sewer Plan and amendments, DER 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 and 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 on the proposed Legislative Amendments. The County Executive has ten days

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following adoption of the resolution to comment on the County Council's action before the resolution is effective.

Prince George's County schedules three Water and Sewer Plan Legislative Amendment cycles each year, except during an election year, when the August cycle will not be scheduled. Applications to amend the Plan must be submitted to DER by the respective deadline for filing dates: April 1, August 1 or December 1. DER furnishes application forms (see **Appendix 6-1** of this chapter). The applications, with all required attachments, must be completed before the filing deadline, to be accepted for review. A completed application consists of the original plus six copies of the application form, the required non-refundable filing fee, and the supporting materials. DER, 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, the application's proposal may be rejected if the policies and criteria listed in Section 2.1.4 are not met.

### **6.3.1 Referral and Review Process**

DER refers the applications for review to the WSSC, the Maryland-National Capital Park and Planning Commission (M-NCPPC), the County Department of Public Works and Transportation (DPW&T), and the County Health Department. DER may also request comments from other appropriate agencies and municipalities. One copy of each application is sent to the County Council. The reviewing agencies must submit their comments on the applications to DER within 30 days of the date of referral.

DER, as the environmental steward 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. Additionally, proposals may be analyzed for conformance with the Livable Communities Initiative.

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 and services. DPW&T comments on the proposed development's need for road improvements and other transportation facilities. The County Health Department 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.

Based on the information given in the application and the comments received from reviewing agencies, DER 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. DER notifies each applicant of the County Executive's recommendation. 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 Chairman of

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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 typically takes about four months. 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 DER
Weeks 2-5	Referral to agencies for comments
Weeks 6-8	DER prepares staff report and drafts resolution for transmittal of the County Executive's recommendations to the County Council
Week 9	County Council introduces Resolution
Weeks 10-15	Public hearing notice, public hearing and work session
Week 16	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 includes the following:

- Category 4
  - The project complies with applicable zoning requirements.
  - Water and sewer service is adequate and available.
  - The development proposal includes an adequate description.
  
- Category 5
  - The proposed development complies with applicable zoning.
  - Water and sewer service is ultimately planned for the area.
  
- 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.

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### **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 DER or by downloading the application from the DER website (see **Appendix 6-1** of this Chapter). The original application form and all supporting materials, and six copies are required for acceptance into the designated cycle for processing. The deadline for accepting the applications is the close of business on the 1<sup>st</sup> of April, August, 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**

Previously denied applications may not be refiled in consecutive cycles. DER may consider exceptions upon determining that circumstances or policies related to the original denial have changed significantly to justify an earlier reconsideration of the requested amendment.

### **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 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.

DER will accept applications for Administrative Amendments on a monthly basis (except for the months of August and December) but, applications can only be submitted to DER after the Planning Board has approved the preliminary subdivision or detailed site plan. Applications for an Administrative Amendment are submitted on an Application for Water and Sewer Plan Amendment form furnished by DER (see **Appendix 6-1** of this chapter). In addition to the County agencies and the Maryland Department of the Environment (MDE), an application may be initiated by the landowner or his/her legal representative, or by a contract purchaser with the written consent of the property owner. Only completed applications (with the non-refundable filing fee and required attachments) should be submitted for review in the designated cycle and by the filing deadline. Incomplete applications received, via courier or mail, will be returned to the applicant or the correspondent of record. Applications found to be incomplete after the filing deadline will be required to re-file, and will be subject to an additional filing fee.

DER will evaluate applications received by the 1st of each month, and a report on each application will be transmitted to the County Executive and the County Council on the 15th of the month, except for August and December. In order to ensure an adequate analysis and receipt

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of current information, DER reserves the right to determine that an additional 30 days will be necessary before transmitting the evaluation to the County Executive and the County Council. Reasons for these extensions 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 Stormwater Management 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 DER. If no comments are made, the Director of DER, or the designee, may approve each application included in the transmitted report.

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 (April, August, or December). DER 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**

DER 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. If a Detailed Site Plan is required, the application should be submitted 30 days after the Planning Board Resolution.
- B. A Stormwater Management Concept Approval Letter.
- C. Conceptual water and sewer alignments shown on the preliminary plan.
- D. Required Capital Projects included in the adopted WSSC CIP.
- E. 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;  
and, if applicable,
  5. Designation as a priority project in the County's Economic Development Program.

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### **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 made using forms provided by DER or by downloading the application from the DER website (see **Appendix 6-1** of this chapter). The original application form and all supporting materials are required for acceptance into the process. The deadline for filing the application is by the close of business on the 1<sup>st</sup> of each month, except for August and December. If the 1<sup>st</sup> is on a weekend or a holiday, the following business day will be considered the deadline date.

### **6.4.3 Fee Schedule**

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

## **6.5 WAIVER PROCESS**

The Waiver process has been developed to eliminate any unnecessary burden on an individual owner of a single-family home or a minor residential subdivision regardless of water and sewer categories. There are two types of waivers: 1) Waiver to Connect to Public (Community) Water and Sewer; and 2) Waiver to Use an Individual Well and Septic System.

The Director of DER may waive the Water and Sewer Plan requirements for certain minor developments. After DER has determined – in coordination with WSSC, the County Health Department, and M-NCPPC – that the subject property is eligible for a Waiver, a letter approving the request is prepared for the signature of the Director of DER.

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

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

A Waiver to Connect to Public Water and Sewer can be requested when public water or gravity sewer is within a reasonable distance from the property and the property owner wishes to connect. Waivers are provided for individual residential properties and minor developments. This waiver process can only be applied for up to four existing single-family residential lots, or for a proposed subdivision determined by M-NCPPC to qualify as a Minor Subdivision defined in Section 24-117 of the County Code. Each property must be located inside the Sewer Envelope, and have abutting water and gravity sewer lines, located in a dedicated street, right-of-way or traversing the property. Furthermore, connections to public water and sewer may not exceed 100 feet of dedicated streets or rights-of-way. The waiver process does not change the water or sewer category designation of the property. Minor developments requesting waivers shall be evaluated under the criteria specified in Section 2.1.4 “Category Change Policies and Criteria.”

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### **6.5.2 Waiver Criteria – Use of Individual Well and Septic Systems**

The installation and use of individual well and septic systems, also called interim systems, may be approved for a property in Categories 4 or 5 for minor residential developments as defined in Section 6.5.1. A Waiver may be approved if the development meets the criteria for a minor residential development and the cost of connecting to public water and sewer is prohibitive. The County Health Department will determine the required testing and permits for individual systems (see Chapter 5). Only under extreme circumstances will a property in Category 3 be reviewed for continuance of an interim system that has malfunctioned when public lines are accessible.

### **6.5.3 Application Requirements**

An application must be made using forms provided by DER or by downloading the application from the DER website (see **Appendix 6-1** of this chapter). Applications may be submitted at any time. The completed application must be submitted with attachments as listed on the application form and is subject to a review process. Waiver applications are accepted continually.

### **6.5.4 Fee Schedule**

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



## APPENDIX 6-1

### THE PRINCE GEORGE'S COUNTY GOVERNMENT DEPARTMENT OF ENVIRONMENTAL RESOURCES ENVIRONMENTAL SERVICES GROUP

#### *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:  
[www.co.pg.md.us/Government/AgencyIndex/DER/ESG/water-sewer.asp?nivel=foldmenu\(8\)](http://www.co.pg.md.us/Government/AgencyIndex/DER/ESG/water-sewer.asp?nivel=foldmenu(8))

*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 Environmental Resources  
Environmental Services Group  
Program Support Team  
Water and Sewer Unit  
301-883-5802*

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## **THE PRINCE GEORGE'S COUNTY GOVERNMENT**

### **DEPARTMENT OF ENVIRONMENTAL RESOURCES ENVIRONMENTAL SERVICES GROUP**

#### **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. The 2008 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 Environmental Resources, Program Support Team, at (301) 883-5802. Applications (PDF) and the 2008 Water and Sewer Plan (PDF) may be found at:

[www.co.pg.md.us/Government/AgencyIndex/DER/ESG/water-sewer.asp?nivel=foldmenu\(8\)](http://www.co.pg.md.us/Government/AgencyIndex/DER/ESG/water-sewer.asp?nivel=foldmenu(8))

Send a completed application and other required information to:

Prince George's County Government  
Department of Environmental Resources  
Program Support Team  
9400 Peppercorn Place, Suite 610  
Largo, MD 20774

For questions regarding the 2002 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 well and septic systems, contact the Prince George's County Health Department at:

(301) 883-7680.

# PRINCE GEORGE'S COUNTY

## *FEE SCHEDULE* FOR WATER AND SEWER PLAN AMENDMENTS

Services and activities under the auspices of the adopted Water and Sewer Plan are subject to the following fee schedule. All fees are waived for public agencies. Fees are reduced by 50% for properties in the Developed Tier.

### Water and Sewer Plan Amendments

The fees are non-refundable and applicable for category change applications, whether legislative or administrative. Deferred and resubmitted applications must also pay these fees.

### Residential development

1 – 25 dwelling units	\$250/dwelling unit up to a maximum of \$3,000
26 – 100 dwelling units	\$4,500
101 + dwelling units	\$6,000

### Non-residential development

2 acres or less	\$1,500
More than 2 acres	\$3,000

### Mixed-Use development

\$7,500

### Waivers for water and sewer categories

Water or sewer waiver, per dwelling unit	\$250
Well or septic waiver, per dwelling unit	\$250

### Final Plat review

Review and sign-off, per mylar	\$250
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### Documents and Maps

Water and Sewer Plan	\$200
Water and Sewer Category Maps	
36" x 60"	\$280
11" x 17"	\$100
Map Excerpt (prepared to order)	
8 ½" x 11"	\$ 50

<b>Type of Amendment</b>	<b>Administrative</b>	<b>Legislative</b>
Requested Amendment	Category 3 or Public Use	All other category change requests
Application Deadlines	1st of each month, except August and December when no applications are accepted	April 1 August 1 December 1
Approximate Processing Time	45 days (some reviews may require additional 30 days)	4 months
Submittal Requirements	Original application and required attachments	Original & six copies of both application and required attachments

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

<b>Requested Amendment</b>	<b>Required Attachments</b>
Category 4	<p>Photocopy 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 <u>and</u> contract purchaser Disclosure Statement</p> <p>Notarized owner’s signature</p> <p>Recommended Attachments/Actions:</p> <ul style="list-style-type: none"> <li>• A conceptual description of the development proposal</li> <li>• Response to the Land Development Review questions should be as complete <u>as possible</u></li> </ul>

Requested Amendment	Required Attachments
<p>Category 3 or Public Use Allocation</p>	<p>An <u>approved</u> Preliminary Plan of subdivision and a <u>signed</u> Planning Board Resolution; and, an <u>approved</u> Detailed Site Plan and <u>signed</u> Planning Board Resolution, if required by M-NCPPC</p> <p>A valid Stormwater Management Concept Plan letter of approval</p> <p>Architectural renderings (a graphic representation of the finished dwellings or structure and the layout; <b>sales brochures are preferred</b>; submittals larger than 8 ½” x 11” will <u>not</u> 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 <u>completely</u> and separate sheets provided as requested</p> <p>Completed owner <u>and</u> contract purchaser Disclosure Statement</p> <p>Notarized owner’s signature</p>



**IV. PROPOSED DEVELOPMENT**

<u>Residential</u>	Total <u>Acreage</u>	<u># of units</u>	Minimum <u>livable space*</u>	Minimum sales/rent <u>\$ per unit</u>
Single-family detached	_____	_____	_____	_____
Townhouse	_____	_____	_____	_____
Multi-family ___ floors	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

<u>Non-Residential</u>	Total <u>Acreage</u>	<u># of bldgs.</u>	<u># of floors</u>	Total <u>floor area</u>	Minimum sales/rent <u>\$ per sq. ft.</u>
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 environmental concerns. Provide any information that would facilitate the review of this proposal on separate 8 ½ x 11 sheet(s).

**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 subdivision #: \_\_\_\_\_ Submittal date: \_\_\_\_\_  
Date of Preliminary approval: \_\_\_\_\_ Date plat recorded: \_\_\_\_\_
2. Comprehensive Design Plan, Phase II, name: \_\_\_\_\_  
CDP #: \_\_\_\_\_ Submittal date: \_\_\_\_\_ Approval date: \_\_\_\_\_
3. Detailed Site Plan name: \_\_\_\_\_  
DSP #: \_\_\_\_\_ Submittal date: \_\_\_\_\_ Approval date: \_\_\_\_\_
4. Stormwater Management Concept Plan #: \_\_\_\_\_ Approval date: \_\_\_\_\_
5. Is this project a Designated Priority Project? yes \_\_\_\_\_ no \_\_\_\_\_
6. Are Low Impact Development (LID) techniques proposed? yes \_\_\_\_\_ no \_\_\_\_\_ If yes, please attach a description on a separate sheet.
7. Please check the applicable Growth Policy Plan Tier designation from the 2002 General Plan:  
\_\_\_\_\_ Developed \_\_\_\_\_ Developing \_\_\_\_\_ Rural
8. Explain how this development meets or will meet the tier-specific policies established in the 2002 General Plan? (Please attach a separate sheet)
9. Is the development within a Corridor or Center overlay as defined in the 2002 General Plan?  
yes \_\_\_\_\_ (Identify the overlay) \_\_\_\_\_ no \_\_\_\_\_ Describe how the proposal will meet the overlay policies. (Please attach description on a separate sheet)
10. 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 DER Form 2.01 may be downloaded at:**

[http://www.co.pg.md.us/Government/AgencyIndex/DER/ESG/water-sewer.asp?nivel=foldmenu\(8\)](http://www.co.pg.md.us/Government/AgencyIndex/DER/ESG/water-sewer.asp?nivel=foldmenu(8))

**The original application form and requested attachments and six copies are required upon submittal to the Legislative Cycle of Amendments. Only the original application form with original signatures and requested attachments are required for submittal to the Administrative Amendment cycle.**

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

Signature of Correspondent: \_\_\_\_\_  
Name, Title, Company \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_





**THE PRINCE GEORGE'S COUNTY GOVERNMENT**  
**DEPARTMENT OF ENVIRONMENTAL RESOURCES**  
**ENVIRONMENTAL SERVICES GROUP**

**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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# THE PRINCE GEORGE'S COUNTY GOVERNMENT

## DEPARTMENT OF ENVIRONMENTAL RESOURCES ENVIRONMENTAL SERVICES GROUP

### FINAL PLAT APPROVAL APPLICATION

All record plats proposing the use of public water and/or sewer facilities must be submitted with a completed application form to:

Department of Environmental Resources, 9400 Peppercorn Place, Sixth Floor Suite 610, Largo, MD 20774.

For more information, please call (301) 883-5904 or Email: [mabashore@co.pg.md.us](mailto:mabashore@co.pg.md.us)

Web Address: visit [http://www.co.pg.md.us/Government/AgencyIndex/DER/ESG/water-sewer.asp?nivel=foldmenu\(8\)](http://www.co.pg.md.us/Government/AgencyIndex/DER/ESG/water-sewer.asp?nivel=foldmenu(8))

#### SUBMITTAL

IF PREVIOUSLY SUBMITTED, PROVIDE ORIGINAL SUBMITTAL

DATE: \_\_\_\_\_

Record Plat Name: \_\_\_\_\_

Applicant: \_\_\_\_\_ Company or firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

#### DEVELOPMENT PROPOSAL

**Residential** (Provide number of units)

existing	planned	
_____ units	_____ units	single-family
_____ units	_____ units	townhouses
_____ units	_____ units	garden apts.
_____ units	_____ units	high-rise apts.
_____ units	_____ units	elderly housing
_____ units	_____ units	nursing home
_____ units	_____ units	other _____ (specify)

**Non-residential** (Provide best numerical estimates)

existing	planned	
_____ sq.ft.	_____ sq.ft.	office
_____ sq.ft.	_____ sq.ft.	retail store
_____ sq.ft.	_____ sq.ft.	warehouse
_____ seats	_____ seats	restaurant
_____ seats	_____ seats	church
_____ seats	_____ seats	school _____ (specify type)
_____ beds	_____ beds	hospital
_____ sq.ft.	_____ sq.ft.	other _____ (specify)

**Minimum Sales Price \$** \_\_\_\_\_

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.
- \_\_\_\_\_ Provide two paper copies of the plat.
- \_\_\_\_\_ DER's signature block is printed on the plat as shown herein
- \_\_\_\_\_ A Mylar copy of the plat is included (a total of 3 plans).
- \_\_\_\_\_ Applicable fee (see fee schedule) payable to  
**Prince George's County**

DEPARTMENT OF ENVIRONMENTAL  
RESOURCES  
PRINCE GEORGE'S COUNTY,  
MARYLAND

APPROVED ON

\_\_\_\_\_  
DIRECTOR OR DESIGNEE

Use the appropriate water and sewer notes on the Final Plat:

**Note # 1**      ***When water and sewer lines already abut 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 # \_\_\_\_\_ (print number) \_\_\_\_\_. Furthermore, waiver # \_\_\_\_\_ for connection to public water or sewer has been obtained from DER. 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-XX-200X (Please provide the number of the Council Resolution approving the shared facility)

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



# THE PRINCE GEORGE'S COUNTY GOVERNMENT

## DEPARTMENT OF ENVIRONMENTAL RESOURCES ENVIRONMENTAL SERVICES GROUP

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

Waiver is applied for: 1      2      3      4 (circle appropriate number) residential connection(s)  
for public water \_\_\_\_\_ public sewer \_\_\_\_\_ service for the following property:

Location or 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 #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**A Waiver may be obtained if the following criteria are met:**

- The property is located **inside the Sewer Envelope** boundary;
- Existing water and sewer lines are near the property (within 100 feet) in dedicated streets or rights-of-way; and
- The water and sewer lines are to serve a maximum of four 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; see PGAtlas.com for more information.
- A copy of the preliminary plan (if applicable); and
- 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.
- Applicable fee (see fee schedule)– check payable to **Prince George's County**
- If property ownership has changed in the last sixty days, submit documentation verifying current ownership

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) 883-5834. Submit the completed application, and fee to:

Prince George's County Government, Department of Environmental Resources, Environmental Services Group,  
9400 Peppercorn Place, Suite 610 Largo, Maryland 20774

For more information call (301)883-5802 or go to:

[http://www.co.pg.md.us/Government/AgencyIndex/DER/ESG/water-sewer.asp?nivel=foldmenu\(8\)](http://www.co.pg.md.us/Government/AgencyIndex/DER/ESG/water-sewer.asp?nivel=foldmenu(8))

**DER Form 2.03 (Plan 2008)**

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# THE PRINCE GEORGE'S COUNTY GOVERNMENT

## DEPARTMENT OF ENVIRONMENTAL RESOURCES ENVIRONMENTAL SERVICES GROUP

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

=====

A Waiver for an Interim System is applied for (check the appropriate service) the installation of an individual well \_\_\_\_\_ septic system \_\_\_\_\_ on the following property:

Location or address: \_\_\_\_\_

Tax map #: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel/Lot Tax Account \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

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 individual system: \_\_\_\_\_

\_\_\_\_\_

Development Proposal: \_\_\_\_\_ Total Price: (including land) \_\_\_\_\_

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Work Telephone #: \_\_\_\_\_ Home Telephone #: \_\_\_\_\_

Mobile Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's signature: \_\_\_\_\_ Date \_\_\_\_\_

(Signature requires a notary)

=====

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

- The property is in **Water and/or Sewer Category 3, 4 or 5** and public service is unavailable
- The individual system is to serve a single-family residential unit
- A copy of the tax map with the property lines clearly delineated is attached (maps may be obtained at PGAtlas.com)
- A copy of the architectural rendering or photo of the residential unit(s) is attached
- Applicable fee (see fee schedule) – payable to Prince George's County
- If property ownership has changed in the last sixty days, submit documentation verifying current ownership

For more information call: (301) 883-5802 or go to:

[http://www.co.pg.md.us/Government/AgencyIndex/DER/ESG/water-sewer.asp?nivel=foldmenu\(8\)](http://www.co.pg.md.us/Government/AgencyIndex/DER/ESG/water-sewer.asp?nivel=foldmenu(8))

Submit the completed application, and fee to:

Prince George's County  
Department of Environmental Resources  
Environmental Services Group  
9400 Peppercorn Place, Suite 610  
Largo, Maryland 20774

DER Form 2.04 (Plan 2008)

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## APPENDIX 6-2

### PRINCE GEORGE'S COUNTY

#### ***FEE SCHEDULE*** **FOR WATER AND SEWER PLAN AMENDMENTS**

Services and activities under the auspices of the adopted Water and Sewer Plan are subject to the following fee schedule. All fees are waived for public agencies. Fees are reduced by 50% for properties in the Developed Tier.

##### Water and Sewer Plan Amendments

The fees are non-refundable and applicable for category change applications, whether legislative or administrative. Deferred and resubmitted applications must also pay these fees.

##### Residential development

1 – 25 dwelling units	\$250/dwelling unit up to a maximum of \$3,000
26 – 100 dwelling units	\$4,500
101 + dwelling units	\$6,000

##### Non-residential development

2 acres or less	\$1,500
More than 2 acres	\$3,000

##### Mixed-Use development

\$7,500

##### Waivers for water and sewer categories

Water or sewer waiver, per dwelling unit	\$250
Well or septic waiver, per dwelling unit	\$250

##### Final Plat review

Review and sign-off, per mylar	\$250
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##### Documents and Maps

Water and Sewer Plan	\$200
Water and Sewer Category Maps	
36" x 60"	\$280
11" x 17"	\$100
Map Excerpt (prepared to order)	
8 ½" x 11"	\$ 50