



# 2017 Water and Sewer Allocation Application

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On April 13, 2015, the Mayor and Common Council of Westminster passed and approved Ord. No. 853, which updated the water and sewer allocation process in the City of Westminster. In an accompanying policy document, Res. No. 15-2, the Mayor and Common Council established implementation standards.

The revised Water and Sewer Allocation Application (attached) is reformatted to include exemptions in the process. There is a \$250 charge for the City to review new Water and Sewer Allocation Applications.

For changes to currently metered uses, a water allocation is needed if water use is expected to change.

For commercial use requests, applicants are asked to submit three years of water bills for similar uses.

## **Allocation Exemptions**

Ord. No. 853 amends Chapters 124, 160 and 164 of City Code. These amendments require water and sewer allocation reviews at specific times during the subdivision and development process (see below).

The following exemptions were also adopted via Ord. No. 853 and Res. No. 15-2. City staff are directed that these projects “shall not be subject to any allocation policy” and are therefore already approved.

- Regarding sewer only allocations, “commercial, industrial and residential projects that have received final plat or site plan approvals by the respective city or county planning body prior to June 15, 1989, shall not be subject to any allocation policy.”
- Regarding water allocations, “commercial, industrial and residential projects that have received [a] development plan, preliminary plan, final plat or site plan approvals by the respective city or county planning body prior to September 1, 2002, [b] projects that require less than 150 gallons per day of water capacity and [c] projects in connection with which the property owner or developer provides additional water capacity to the city’s water supply in an amount at least sufficient to cover the water allocation needs of the project shall not be subject to any allocation policy.”

## **Allocation Timing**

Ord. No. 853 establishes two specific processes under which new Water and Sewer Allocation reviews are performed. Under Article XXIV Subdivision Regulations, the Planning Director reviews for and may issue tentative allocations on the director’s determination that an application is complete. On approval of a final subdivision plat by the Planning and Zoning Commission, the final allocations are recorded. Water and sewer allocations under this process are permanent and run with the new parcels created; however, if a plat expires or becomes null and void through lapse or revocation, allocations also expire.

For the second process, under Article XXV Site Plans, the Planning Director reviews for and may issue tentative allocations on the director’s determination that an application is complete. This tentative allocation is valid as long as the applicant is pursuing Planning and Zoning Commission approval of the project, but expires in 18 months otherwise. The Ordinance includes exceptions and accompanying extensions. On approval of a final site plan by the Planning and Zoning Commission, final allocations are then recorded. Allocations under this process expire per sunset provisions for site plans and permits.

## **Required Annexation**

The *Carroll County Water & Sewer Master Plan* requires unincorporated areas to be annexed to the City prior to being granted water and sewer allocations. A property not contiguous to City boundaries may be eligible for a Good Cause Waiver. These are a separate processes, and approval is not guaranteed.

For more information, please visit [www.WestminsterMD.gov](http://www.WestminsterMD.gov) or email [planning@westgov.com](mailto:planning@westgov.com).