



WASHINGTON COUNTY PLANNING COMMISSION
WATER AND SEWER PLAN AMENDMENT

REQUIRED APPLICATION MATERIALS CHECKLIST

All materials must be clearly labeled

(Original plus 1 hard copy and 1 digital copy of all materials are required)

- ☐ 1. Application Form: A completed and signed application form. The application must be notarized if submitted by anyone other than the property owners.
- ☐ 2. Fee Worksheet and Application Fee: A completed Fee Worksheet and the Application Fee must be submitted at the time application is made. Checks must be made payable to the "Washington County Treasurer".
- ☐ 3. Ownership Verification: Proof of ownership interest in the subject property, including a copy of the current deed to the property; OR, if the application is made by a contract purchaser, a copy of the fully-executed Contract of Sale.
- ☐ 4. Boundary Plat: A boundary description, including metes and bounds, prepared and sealed by a land surveyor registered in the State of Maryland.
- ☐ 5. Vicinity Map: An 8 1/2 " x 11" page size map showing the zoning of all property within 1,000 feet of the site.
- ☐ 6. Justification Statement: A written explanation of the reasons why the amendment is being requested, setting forth in sufficient detail to properly advise County officials as to the justification for the amendment. The justification statement must include the following:
 - i. Describe how the request is consistent with the County's adopted Comprehensive Plan;
 - ii. Address the requirements stated in Appendix B "Policies, Procedures and Criteria for amendment to the County Plan for Water and Sewerage" in the adopted Water and Sewerage Plan; AND
 - iii. Provide a statement describing how the request is logical and appropriate.
- ☐ 7. Any other material facts that support the amendment request.