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## CECIL COUNTY, MARYLAND

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### INTERPRETIVE GUIDANCE MEMORANDUM #1 to

### Cecil County Sanitary District Policy Memorandum #2: Connection to County Sanitary Sewer System

TO: Customers and Potential Customers of the Cecil County Sanitary District

CC: Director of Administration  
County Attorney  
Director of Land Use & Development Services  
Director of Finance  
Environmental Health Director, Cecil County Health Department  
Deputy Director of Public Works  
Chief, Wastewater Division, Department of Public Works

FROM: *W. Scott Flanigan*  
W. Scott Flanigan, P.E., Director of Public Works Acting in the Capacity of  
Director of Sanitary Facilities

SUBJECT: Requirement to Connect to County Sewer in Cases Where Multiple Structures are Located on a  
Single Parcel of Land

DATE: September 29, 2020

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1. Purpose. The purpose of this memorandum is to provide guidance in interpreting and implementing the provisions of Cecil County Sanitary District Policy Memorandum #2: Connection to County Sanitary Sewer System ("Policy Memo #2") dated December 1, 2017 in cases where there are multiple structures located on one parcel of land. For purposes of this memorandum, the term "structures" refers to buildings or other structures having toilets, sinks, showers, and similar plumbing fixtures which generate wastewater for disposal.

2. Background. Policy Memo #2 specifies, among other things, triggering events which require connection to County sewer and the time frame in which to do so. In the time since Policy Memo #2 was issued, questions have arisen regarding the requirement to connect to County sewer in instances where there are multiple structures on a parcel of land and a triggering event occurs. An example of this would be a case where the owner intends to renovate one of the structures and needs a building permit. Policy Memo #2 states that a building permit which

requires Cecil County Health Department (“Health Department”) approval constitutes a triggering event requiring connection to County sewer. The question that has arisen is this: Do all of the structures on the parcel need to be connected, or just the one which is the subject of the building permit? Policy Memo #2 does not specifically address such situations, hence the need for this interpretive guidance.

### 3. Interpretive Guidance.

a. In the case of a title transfer for a parcel on which multiple structures exist, all of the structures are required to connect to County sewer unless a variance is requested and approved in accordance with the provisions of Policy Memo #2.

b. In the case where multiple structures exist on a parcel and a building permit requiring Health Department approval is required, the structure(s) which is the subject of the building permit must connect to County sewer if it is not already connected unless a variance is requested and approved in accordance with the provisions of Policy Memo #2. The property owner may elect to connect all structures on the parcel to County sewer at that time, or they may request a variance to defer connection of the other structures. In the absence of any other triggering events, the variance request will be approved.

c. In the case where a parcel containing multiple structures is to be subdivided, all of the structures are required to connect to County sewer unless a variance is requested and approved in accordance with the provisions of Policy Memo #2.

d. In the case of a parcel having multiple structures where the Health Department has determined that an existing on-site disposal system must be upgraded to accommodate increased wastewater flows, the structure or structures that are the source of the increased wastewater flow must be connected to County sewer unless a variance is requested and approved in accordance with the provisions of Policy Memo #2. The property owner may elect to connect all structures on the parcel to County sewer at that time, or they may request a variance to defer connection of the other structures. In the absence of any other triggering events, the variance request will be approved.

e. In the case of a parcel having multiple structures where the Health Department has determined that an existing on-site disposal system has failed or is failing, all of the structures served by that failed or failing on-site disposal system must be connected to County sewer unless a variance is requested and approved in accordance with the provisions of Policy Memo #2. If other structures on the parcel are served by other on-site disposal systems, the property owner may elect to connect all structures on the parcel to County sewer at that time, or they may request a variance to defer connection of the other structures. In considering a request for a variance under such circumstances, the Deputy Director of Public Works or designee may request that the Health Department inspect any/all other on-site disposal systems on the parcel to confirm that they are functioning properly. If the inspection reveals that those other on-site disposal systems have also failed or are failing, then all structures served by those failed or failing on-site disposal systems will be required to connect to County sewer unless a variance is requested and approved in accordance with the provisions of Policy Memo #2. In the event the property owner does not allow the Health Department to inspect the other on-site disposal systems, then the request for a variance will be disapproved and all structures on the parcel will be required to connect to County sewer in accordance with Policy Memo #2.

4. Sewer Connection Status Maps. In cases where one or more, but not all, of the structures on a parcel of land are connected to County sewer, the Sewer Connection Status Map maintained by the Department of Public Works will show that parcel as “Served, Developed, but not Connected” until such time that all structures are connected

to County sewer. Once all structures on the parcel are connected to County sewer, then the Sewer Connection Status Map will be changed to show that parcel as "Served, Developed, and Connected."

5. Incorporation Into Future Update of Policy Memo. This interpretive guidance will be incorporated into the body of Policy Memo #2 the next time the policy memorandum is updated.

6. Proponent. The Director of the Cecil County Department of Public Works is the proponent for Policy Memo #2 and this Interpretive Guidance Memorandum. Suggestions, questions or concerns should be addressed to the Director of Public Works, 200 Chesapeake Boulevard, Suite 2400, Elkton, Maryland 21921 or by phone at (410) 996-5259.

7. Effective Date. This Interpretive Guidance Memorandum is effective immediately. It remains in effect unless and until it is revoked or replaced in writing by the Director of Public Works.