

Office of the County Executive

Danielle Hornberger
County Executive

Steven Overbay
Director of Administration

Office: 410.996.5202
Fax: 800.863.0947



Department of Public Works
Office of the Director

W. Scott Flanigan, P.E., Director

Robert G. Ritter Jr., Deputy Director
Office: 410.996.5259
Fax: 410.996.8460

County Information
410.996.5200
410.658.4041

CECIL COUNTY, MARYLAND

Department of Public Works
Office of the Director

200 Chesapeake Boulevard, Suite 2400, Elkton, MD 21921

INTERPRETIVE GUIDANCE MEMORANDUM #1 to
Cecil County Sanitary District Policy Memorandum #1: Allocation of Sanitary Sewer Capacity and
Payment of Major Facility Fees

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

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

W. Scott Flanigan

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

SUBJECT: Payment of Major Facility Fees When Existing Structures are Being Connected to County
Sanitary Sewer

DATE: October 26, 2022

1. Purpose. The purpose of this memorandum is to provide guidance regarding the point in time when Major Facility Fees ("MFF") must be paid in cases where existing structures are being connected to County sanitary sewer.

2. Background. Section 2.c of Cecil County Sanitary District Policy Memorandum #1: Allocation of Sanitary Sewer Capacity and Payment of Major Facility Fees ("Policy Memo #1") dated December 1, 2017, defines Major Facility Fee and states that the MFF must be paid "prior to the issuance of the Occupancy Permit (including Temporary Occupancy Permit)." Section 2.c goes on to say that the MFF shall be the approved MFF at the time the Occupancy Permit is issued. These provisions of Policy Memo #1 were written with new construction in mind.

www.ccgov.org

i.e., in cases where a new structure is being built and where an initial Occupancy Permit is required. It does not address cases where an existing structure (as defined by Section 2.e of Policy Memo #1) which already has an Occupancy Permit is going to be connected to County sanitary sewer, hence the need for this interpretive guidance.

3. Interpretive Guidance.

a. Owners of existing structures who desire to connect to County sanitary sewer must first request and receive a sanitary sewer allocation from Development Plans Review Division of the Cecil County Department of Land Use and Development Services (“DLUDS”).

b. Upon receipt of the sanitary sewer allocation, the property owner shall then apply for a Plumbing Permit and Wastewater Permit from DLUDS. The Wastewater Permit constitutes approval to physically connect to the County’s sanitary sewer system.

c. The MFF shall be paid in full prior to issuance of the Wastewater Permit unless arrangements have been made with the Department of Finance to finance payment of the MFF as outlined in Exhibit C of Policy Memo #1.

d. The MFF shall be based on the approved fee in effect at the time the application for a Wastewater Permit is submitted to DLUDS.

4. Incorporation into Future Update of Policy Memo. This interpretive guidance will be incorporated into the body of Policy Memo #1 the next time the policy memorandum is updated.

5. Proponent. The Director of the Cecil County Department of Public Works is the proponent for Policy Memo #1 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.

6. 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.