

Appendix 4F: Facility Planning Area (FPA) Modification Request Packet and Guidelines

The Designated Management Agency (DMA) must submit the following applicable information to propose an FPA modification:

a. Applicant Information – DMA Name, Contact Person's Name, Telephone Number, Email Address and Mailing Address

b. Proposed FPA Modification Description

- i. Location
- ii. Current FPA and DMAs
- iii. Proposed FPA and DMAs
- iv. Current Prescriptions for Wastewater Treatment (Prescriptions)
- v. Proposed Prescriptions
- vi. Map(s) of proposed change(s)
- vii. List of all parcels by number, wholly or partially, within the modification area
- viii. Total acres within the modification area

c. Why is an FPA Modification Needed?

Address the following questions (when applicable):

- i. Is the current DMA unable or unwilling to extend service to the amendment area?
- ii. Does the current DMA have conditions to extend service that are unacceptable?
- iii. Does an alternative sewerage plan exist that:
 1. Protects the environment?
 2. Is technically achievable?
 3. Is economically justifiable?
 4. Has the support of the affected local governments?
- iv. Is there conveyance and treatment capacity within the existing sewerage system to accept the wastewater flow from the modification request area?
- v. Does the FPA modification request conform to sanitary sewer agreements or similar wastewater treatment agreements for the area?

d. Development Impacts

- i. Is the modification request primarily for new construction (residential or commercial)?
- ii. Is the modification request area within a U.S. Census Bureau urban area?
- iii. Estimate of the number of new homes or structures proposed for construction.
- iv. Estimate the amount of new sanitary sewer infrastructure to serve the requested modification area (e.g. linear feet of gravity sewers, linear feet of force main sewers, number of pump stations, etc.).
- v. Is the proposed sanitary sewer infrastructure expansion part of an asset management plan?
- vi. Estimate the projected capacity impacts to the transportation system that may result from the proposed developments.

e. Notification Efforts

- i. List of all affected jurisdictions within the proposed modification area, including other DMAs, cities, villages and townships.
- ii. Summary of the affected jurisdictions comment period, including any comment letters (see the template below) received or relevant information on the date of contact.¹

f. Miscellaneous

- i. Historical Information
- ii. Previous FPA modification requests for the area
- iii. Other pertinent information

g. Submittal

- i. Applicants should mail the FPA modification request packet to NOACA's Executive Director.
- ii. Applicants should also submit an electronic version to NOACA Environmental Planning staff.

¹As described in the FPA, DMA and Prescription Modification Process of NOACA's *Clean Water 2020 Plan* (Chapter 4), the requesting DMA must submit the proposed FPA modification to the affected jurisdictions for a maximum 60-calendar-day comment period. **The requesting DMA must complete the comment period prior to**

consideration by NOACA. The applicant must submit either comment letters received from affected jurisdictions or proof of notification and proof of time (60 days) for affected jurisdictions to submit comment letters.



TO: [Person or Agency]
[Address]
FROM: [Person or Agency]
[Address]
DATE: [Date]
RE: [Description of FPA Modification]

Please review the attached letter, maps, and text for the proposed Facility Planning Area (FPA) modification. Please respond within 60 days upon receipt to [Agency or Person] by noting the following:²

_____ Support or do not object to the proposed FPA modification with no comments.

_____ Support or do not object to the proposed FPA modification with comments written hereon or attached.

_____ Object to the proposed FPA modification based on comments written hereon or attached.

_____ Need additional information detailed in the comments written hereon or attached.

_____ Request a meeting to discuss the FPA modification. Jurisdictions or agencies requested for this meeting (please list): _____

Authorized Signature and Title

Agency Name

Date

²NOACA's FPA, DMA and Prescription Modification Process in its *Clean Water 2020* Plan (Chapter 4) allows up to 60 days to respond after receipt of this request. For NOACA's review and approval process, a non-response is considered a "position of no objection" toward the proposed FPA modification. Any objections to the FPA modification request should be based on Policy 4-6 of the *Clean Water 2020* Plan. Please see NOACA's website (www.noaca.org) for a copy of its plan.

