



**Guidelines for Facility Plan (FP) and
Facility Planning Area (FPA) Update Proposals:
Content, Submittal & Review**

**Facility Plan Updates
(With or without change in Facility Planning Area)**

- I. As part of its NPDES permit process, the Ohio EPA is encouraging, and in some instances requiring, Publicly Owned Treatment Works (POTWs) to update their Wastewater Treatment Facility Plans (previously known as 201 Facility Plans). As the Designated Planning Agency responsible for their review and approval, MVRPC is requiring that Facility Plan and Facility Planning Area Update proposals shall include the following minimum elements:
 - A. Appropriate map(s) rendered as an ESRI GIS dataset (i.e., coverage, shapefile, or geodatabase) projected in Ohio State Plane South, Feet, NAD83. Alternatively, an electronic CAD file (i.e., .dwg or .dxf) can be submitted. Maps must include the following elements:
 - 1) all existing wastewater treatment plants (including package plants);
 - 2) the current FPA boundary;
 - 3) any proposed FPA boundary changes;
 - 4) sub-area boundaries (where applicable) as described by the following table:

Sub-area Category	Description
1	Areas currently served with sanitary sewers
2	Areas expected to be served with sanitary sewers connected to an existing POTW during the next twenty years
3	Areas expected to be served with sanitary sewers connected to a new POTW in the next twenty years
4	Areas expected to remain on individual on-lot systems or semi-public systems, and where local officials are oriented to maintaining an unsewered status for the foreseeable future
5	Areas currently unsewered where local officials are oriented to accepting sewers if feasible and if found to be consistent with the AWQMP
6	Areas for which no wastewater management options have been declared

- 5) appropriate water bodies, and watershed boundaries with HUC numbers; and
- 6) appropriate jurisdictional boundaries.

- B. Twenty (20) year population projections for the existing FPA and any proposed FPA changes based on the most recent census data. Population projections must be in relative agreement with MVRPC population projections.
- C. Description of existing and proposed wastewater treatment options for the FPA including future options prescribed for the unsewered / undeveloped areas within the FPA, i.e. on-site septic systems, package plants. Treatment options shall be described for the following scenarios within the FPA, as appropriate.
 - 1) Areas currently served with sanitary sewers;
 - 2) Areas expected to be served with sanitary sewers connected to an existing POTW during the next twenty years;
 - 3) Areas expected to be served with sanitary sewers connected to a new POTW in the next twenty years;
 - 4) Areas expected to remain on individual on-lot systems or semi-public systems, and where local officials are oriented to maintaining an unsewered status for the foreseeable future;
 - 5) Areas currently unsewered where local officials are oriented to accepting sewers if feasible and if found to be consistent with the WQMP; and
 - 6) Areas for which no wastewater management options have been declared.
- D. Description of plans to provide wastewater treatment to any proposed FPA additions and verification of capability to do so. This should include information on current plant flow, current plant capacities, and estimates of future flow and population projections (based on current census data) for any new area to be incorporated, as well as schedules for planned upgrades.
- E. Table(s) showing current plant permit limits, existing plant capacities, and projected plant capacities.
- F. Discussion of how the proposed wastewater treatment options (current and projected treatment type, capacity, coverage, etc.) will meet the needs of the projected population and/or additional population to be served by an FPA boundary modification.
- G. Discussion of how the prescribed wastewater treatment options will be protective of pertinent critical water resources (groundwater, lakes, rivers, streams, wetlands, prime farmland, etc).
- H. Discussion of how any proposed changes in the FPA boundaries and associated wastewater treatment options agree or conflict with the plans (zoning codes, comprehensive land use plans, watershed plans, etc.) of contiguous FPAs and potentially impacted jurisdictions.
- I. Documentation of any public participation involved in updating the FP and/or FPA along with endorsements from any other sewer districts, FPAs, and/or jurisdictions located within and/or adjacent to the Facility Planning Area. MVRPC recommends DMAs employ a public involvement strategy along the lines of the Public Participation rules detailed in 40 CFR Part 25.1 throughout the FP and FPA update processes.

- II. Submissions of proposed plan updates shall provide elaboration commensurate to the complexity of the proposal. Facility Plan and Facility Planning Area Update proposals shall consist of
 - A. A cover letter formally outlining the nature of the request and
 - B. A summary document (maximum of 20 pages) containing the information required in Subsection A through H above (20 page maximum excludes the supporting documentation described in Subsection I. above). The letter, summary and supporting documents, and maps must be submitted electronically for rapid distribution to the appropriate review committees. Hard copies may be requested by MVRPC, as needed.

- III. The process for review and approval of Facility Plan and/or Facility Planning Area Update proposals shall follow the following sequence:
 - A. Proposals will be reviewed by MVRPC staff for completeness. MVRPC may request additional information as appropriate.
 - B. MVRPC staff will submit complete proposal for review and input to the MVRPC Areawide Facility Planning Subcommittee. Applicant will have the option of making a brief formal presentation on the proposal to the Subcommittee.
 - C. Staff collects input on the proposal from the Areawide Facility Planning Subcommittee.
 - D. Staff forwards proposal and input to the MVRPC Technical Advisory Committee for additional input. Applicant will have the option of making a formal presentation on the proposal.
 - E. Staff summarizes all input and develops recommendation.
 - F. Staff presents proposal, input, and recommendation to MVRPC Board of Directors for action.
 - G. Approved updates are included in future amendments and revisions to the MVRPC's Areawide Water Quality Management Plan, and subsequently forwarded to the Ohio EPA for State and Federal certification.

- IV. To facilitate timely review and action on Update proposals, the applicant should be aware of the general meeting schedule of each of the committees mentioned above. Depending on when in the schedule an FPA boundary change proposal is submitted, it may take from 2 to 3 months to go through the approval process, assuming no additional information is requested of the applicant. The following general meeting schedule is used:

Committee	Meeting Schedule
Areawide Facility Planning Subcommittee	As needed. Strive to schedule with quarterly meetings of the Great Miami River Watershed Network (March, June, September, December)
MVRPC Technical Advisory Committee	3 rd Thursday of the month. (9:30 a.m.)
MVRPC Board of Directors	1 st Thursday of each month. (9:30 a.m.)

**Approved by the MVRPC Board of Directors
On September 1, 2005.**