



# ***Guidelines for Plans & Plats Submittal & Review Process***

Last Revised in August 27, 2024

## OVERVIEW & PURPOSE

This document informs applicants of our reviewers' most common review comments.

By carefully reviewing this document before your 1st Submittal, **applicants can address many of the typical comments** in the beginning stages of the design to reduce the number of re-submittals and help speed up the permit review and approval process – our ultimate goal.

Moreover, applicants should review the Matagorda County Drainage District #1 (DISTRICT) latest Drainage Criteria, Methodology, Requirements, Rules, and Regulations, and all relevant information/ guidelines (all found on the DISTRICT's website) before submitting a permit application package for review.

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In order to control flooding and detain excess runoff - before starting construction of a project within the District, drainage plans and plat (if applicable) must be submitted, reviewed, and accepted, an approval letter issued by The District, and a permit issued by the governing entity with jurisdiction **prior to the commencement of construction**.

This guideline details the steps involved in obtaining a District permit – from Preliminary review through Final approval. This information will help applicants with little or no experience with the District permit process. Experienced professionals will also find this information valuable while setting schedules and expectations.

The District Permit process for **Drainage Plans and Plats** includes the following Steps:

**STEP 1. PERMIT APPLICATION**

- ☐ Completed The District Permit Application Form.
- ☐ Please use The District's Permit Submittal Checklist to provide all items **required** for review for your permit type. All the required items must be submitted together in 1 complete package (each document as a separate PDF) before the Submittal is accepted for review.
- ☐ Additional Documents – To expedite the review and approval of your Submittal, please include any other information deemed pertinent and important, such as:
  - Drainage report, previously approved Permit, Plans, or Plats, etc.
  - Applicable Permits from other agencies (i.e., TxDOT driveway and discharge permit).
  - Digital File (.DWG) and/ or GIS files (shape or geodatabase) and reference files containing the **project boundary, detention boundary, and drainage improvements** tied to the State Plane Coordinate System NAD 83 (Horizontally).
- ☐ The District will **NOT** accept or place incomplete submittals for review (including all required fees paid in full via check), and in case of failure, all items will be returned to the Applicant.
- ☐ For additional details, please reference The District's latest Rules and Regulations.

**STEP 2. SUBMITTAL OF APPLICATION PACKAGE**

The Applicant must submit both (an electronic and a hard copy) of the permit package; please follow the steps below:

**2.1. Hard Copy**

- ☐ Please deliver a hard copy of the complete submittal package (same as electronic below), including fees made payable to Matagorda County Drainage District No. 1 by check to The District's office (via hand-delivery to 2604 Nichols Ave. Bay City, TX 77414 or via mail to P.O. Box 834, Bay City, TX 77404)

**2.2. Electronic Copy**

- ☐ Please deliver an electronic copy (PDF format) of the complete submittal package (each document as a separate PDF) to the District Engineer. Please e-mail the package to MCDD1 Permitting [mcdd1permitting@quiddity.com](mailto:mcdd1permitting@quiddity.com)
- ☐ The submittal e-mail should contain the following documents attached as separate PDFs:
  - Confirmation that the hard-copy submittal package has been submitted to the District office.
  - Application Form
  - Required documents per The District's **Permit Submittal Checklist**
    - NOTE: The drainage plans must be contained within a single pdf submittal. Individual plan sheets will not be accepted.
  - Additional Documents – See **STEP 1** above for reference

- ❑ NOTE: Please use an online shared storage source (i.e., Dropbox, FTP, Google Drive) for submittals larger than **20 M.B. in size**.

### STEP 3. PRESCREEN

- ❑ This step validates the complete submittal package.
- ❑ The District reviews all documents submitted for completeness and will notify the Applicant if any document is missing.
  - An incomplete submittal package will delay review and permit approval.
- ❑ The District will **ONLY** route the **Plans/ Plats for review** once the complete submittal package has been accepted (including all required fees paid in full).
- ❑ Once The District receives the complete submittal package, you will receive an e-mail that your Submittal has been received and placed in line for review.

### STEP 4. CHECKING PERMIT STATUS

- ❑ **PLEASE DO NOT** contact our Plan Review Staff to check the status of your Submittal. These interruptions are time-consuming and slow your plan review process.
- ❑ Please allow **30 business days** (minimum) for a New (1<sup>st</sup>) submittal.
- ❑ If you have any questions, require additional information, or need to coordinate a meeting, please **ONLY** contact [mcdd1permitting@quiddity.com](mailto:mcdd1permitting@quiddity.com) with your request.

### STEP 5. PLAN REVIEW & SCHEDULE

- ❑ Once the complete package is received, it will be placed in line for review.
- ❑ Plans are reviewed in the order that they are received.
- ❑ **Schedule** - The District will send the 1<sup>st</sup> set of plan review comments within **30 business days** (minimum) for your New (1<sup>st</sup>) submittal.
  - Please note that due to the complexity and/or size of some projects, they may take longer than the normal review time to complete.
  - Plan review time begins once The District has accepted the complete Submittal and placed the Submittal in line for review.
- ❑ Plans are reviewed for compliance with The District's latest Drainage Criteria, Methodology, Requirements, Rules, and Regulations. Plan review comments with any issues, modifications, or corrections noted on the plans will be forwarded to the Applicant for review.

- ❑ All corrections and areas of non-compliance will need to be addressed and resubmitted, exhibiting the changes. Please see Step 6 below for additional information.
- ❑ Once you receive Plan Review Comments, if needed, you may request a plan review meeting to discuss the plan review comments. This may allow rapid resolution of most issues. An appointment to coordinate a TEAMS meeting may be made by contacting [mcdd1permitting@quiddity.com](mailto:mcdd1permitting@quiddity.com) with your request.

#### STEP 6. RESUBMITTING PLANS TO ADDRESS PLAN REVIEW COMMENTS:

- ❑ The Applicant **MUST** review and make the necessary corrections.
- ❑ All plan review comments **MUST** be addressed prior to resubmitting the revised plans.
  - Do NOT send individual sheets or only revised sheets. The complete/full plan set is required.
- ❑ Corrected plans **MUST contain:**
  - A comment response narrative must be uploaded and attached.
    - Please use the same PDF file received (**preferred method** - use different text color to respond) or a letter with responses to comments to explain revisions - attached as a PDF.
    - This information will be routed to the review team along with the revised plans.
- ❑ **Schedule** - The District will send the revised plan review comments within **15 business days**
  - Please note that due to the complexity and/ or size of some projects, they may take longer than the normal review time to complete.
  - Plan review time begins once The District has accepted the resubmittal.
- ❑ **NOTE** - Projects **with more than 3 plan review cycles** require the Applicant to attend a meeting with The District Plan Reviewer(s).
- ❑ Please include the following table in your PLANS cover sheet to track each Submittal No. and Date.

No.	DATE	COMMENTS
1	XX/ZZ/ 2022	1st Submittal
1.1	XX/ZZ/ 2022	1st Review Comments Received
2	XX/ZZ/ 2022	2nd Submittal
2.1	XX/ZZ/ 2022	2nd Review Comments Received
3	XX/ZZ/ 2022	3rd Submittal
3.1	XX/ZZ/ 2022	3rd Review Comments Received
3.2	XX/ZZ/ 2022	Review Meeting Date



**STEP 7. FINAL REVIEW/ SUBMITTAL & APPROVAL**

- ☐ The Submittal is only considered **Agenda Ready** once all requirements are met, including comments verified/ addressed inspections fees paid.
- ☐ The **Board Agenda Submittal deadline is fourteen (14) calendar days** (i.e., the 13<sup>th</sup>) -NO EXCEPTIONS - prior to the regularly scheduled Board Meeting at which approval is desired (i.e., the 27<sup>th</sup>).
- ☐ Submittals considered **Agenda Ready by this deadline** will be placed on the agenda for the Board's final review and approval.
- ☐ Once the Board approves it, The District Engineering staff will forward the **approval letter** to the Applicant.
- ☐ Permits shall have no force or effect upon easements or rights-of-way granted by others to the District unless an easement or right-of-way is also granted to the Applicant by the owner of the tract of land in question.
- ☐ **No construction activities shall commence** before the Plat/ Plans have been accepted, an approval letter issued by The District, and a permit issued by the governing entity with jurisdiction.

SU	MO	TU	WE	TH	FR	SA
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

**STEP 8. IF CHANGES OCCUR AFTER THE ISSUANCE OF A PERMIT**

If the Applicant makes changes to the previously approved Plat/ Plans, revised files should be submitted to The District and meet the following requirements in addition to those listed in the Preparing Plans for Submittal section above. Failure to comply with these requirements will delay the processing of your Submittal.

The following is required when submitting the Addendum:

- ☐ A new application form must be completed and fees paid.
- ☐ Do NOT send individual sheets or only revised sheets. The complete/full plan set is required.
- ☐ Altered plans must contain clouds and deltas.
- ☐ A Narrative must be submitted and attached separately, noting a page-by-page breakdown of all changes.
- ☐ Be sure to reference the previous District permit number and project address.
- ☐ FYI - Addendums cannot be submitted on permits that have been finalized. A new permit must be submitted.

**STEP 9. POST CONSTRUCTION REQUIREMENT**

Within thirty (30) days after completion of permitted work, the Applicant shall submit the following to The District:

- ☐ Record drawings, both hard copy and an electronic copy (PDF).
- ☐ As-built Certificate (please request the District's form) or Statement letter signed and sealed by the Engineer of record certifying that all work performed was completed in compliance with the District's latest Rules and Regulations and in accordance with the District's issued permit.