



Matagorda County Drainage District No. 1

Required Application Information, Documents, & Fees

***"What you need to have and know to
complete your Application."***

Last Revised on 10/01/25

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INTRODUCTION:

The purpose of this document is to provide enough information and clarification to the Applicant for a successful application submittal to the Matagorda County Drainage District #1 (DISTRICT) within the Application Submittal Portal (Portal). For additional information regarding the Submittal, review, and approval process, please reference the "**Application Submittal & Process Guidebook**" on the DISTRICT's website or in the "**Help & Quick Links**" section of the Portal.

You cannot make changes to an application once it is submitted. If you find errors after Submittal, please contact the DISTRICT Permit Team in your application's **Communication Log** within the Portal to make the necessary changes.

PLEASE NOTE: All communication must be conducted through the application's Communication Log, located on the "**My Applications**" page of the Portal (see below). In addition to the **Communication Log**, Applicants will be auto-notified of permit status updates via email. Please do not contact the DISTRICT Permit Team or submit unnecessary questions (i.e., to check the status of your application). These interruptions are time-consuming and slow the plan review process. For more information regarding managing an already submitted application, please review the "**How to Manage Your Application**" guide located on the DISTRICT's website or in the "**Help & Quick Links**" section of the Portal.

My Applications

Application ID

Applicant Status

Application ID ↑	Project Name	Project Address	Submittal Type	Created On	Last Submittal Date	Applicant Status	Balance/Total Owed	Total Fees Received
00556	TEST	TEST	Private or Public Utility, Pipeline, Road & Cable Crossing	8/26/2025		App. Pkg. Not Complete		

▼

Withdraw
Edit Application
View Details
View Uploaded Docs
Communication Log/ Upload Documents



AVAILABLE APPLICATION TYPES, RELEVANT INFORMATION, & DEFINITIONS:

1. Pre-Development Meeting Request

A meeting to have an informal discussion for the purpose of: obtaining general information about the permitting process; better understanding what may be required by the DISTRICT and other agencies with jurisdiction to set realistic schedules and expectations for your project; asking any questions that relate to overall drainage on and surrounding your Property; and/or identifying potential obstacles that may impact your Development.

2. Private or Public – Utility, Pipeline, Road, and Cable Crossing

This Application type encompasses projects where the construction of utilities, pipelines, roads and cables, either publicly or privately owned, is planned to cross any drainage facility within a DISTRICT-held easement or fee strip.

3. Drainage Connection Without Land Use Changes

This Application type encompasses all drainage connections to DISTRICT facilities from properties that do not change existing land uses. *NOTE: If changes are being proposed, the Applicant must submit a permit under Tract Development without Platting OR Tract Development with Platting.*

4. Drainage Impact Analysis Report

This Application type encompasses the review of a drainage study report to confirm that a proposed project is designed per the DISTRICT's latest Rules and Regulations and sound engineering practices.

5. Tract Development Without Platting

This Application type encompasses any tract development that does not involve platting.

6. Tract Development With Platting

This Application type encompasses any tract development that involves filing a plat and may include drainage improvements. *NOTE: A Preliminary Plat will typically also require the Submittal of Preliminary Drainage Plans. A Final Plat will typically also require the Submittal of Final Drainage Plans.*



REQUIRED INFORMATION NEEDED FOR ALL APPLICATIONS:

1. **Map** – Applicant will pinpoint/specify project location on a map within the Portal.
2. **Project Information**
 - a. Project/Development Name
 - b. Development Type (from list):
 - Residential/Single Lot
 - Duplex/Multi-Family/Subdivision/Commercial/Industrial
 - Other (define)
 - c. Project/Development Description Summary
 - d. Project Address, City, State, & Zip
 - e. Any Additional Comments (if necessary)
 - f. Additional Email Notification(s): Only the registered Applicant can view and communicate regarding the application being submitted within the Portal. However, two additional individuals can be designated to receive the status notifications via email throughout the application process.
 - g. Applicant's Relationship to the Project: Owner OR Owner's Agent
3. **Applicant Information** – Applicant's: Firm Name, Name, Address, Phone Number, & Email Address

Please make sure your profile information is up to date before you start an application. No changes will be allowed to your profile once you start an application.
4. **Project Owner Information** – Owner's: Firm Name, Name, Address, Phone Number, & Email Address
5. **Application Type Details, Required Documents, & Application Fees:** Refer to the following pages for the specific requirements for each application type.



APPLICATION DETAILS, REQUIRED DOCUMENTS, & FEES – BY APPLICATION TYPE:

1. PRE-DEVELOPMENT MEETING REQUEST

DETAILS & DOCUMENTS REQUIRED:

- History/Background of the Tract
- Size of the Area to be Developed in Acres
- Outfall Location
- Plans for detention based on the preliminary design: (a) explanation of how runoff from the site is being collected and how sheet flow is being contained; (b) an uploaded copy of the Plat (if applicable), sketch of drainage area, and preliminary drainage plans.
- Description of the Proposed Improvements
- What other Agencies have jurisdiction (from the list):
 - TxDOT
 - City of Bay City
 - Matagorda County
 - Municipal Utility District
 - Other(s)
 - N/A
- Other Relevant Information

FEES REQUIRED:

None



2. PRIVATE OR PUBLIC - UTILITY, PIPELINE, ROAD, AND CABLE CROSSING

DETAILS REQUIRED:

- Crossing Type
- Utility Type
- Material Carried
- Culvert Material
- Culvert Diameter (in)
- Number of Culverts
- Crossing Width on Street (ft)
- Acknowledgment that underground crossings across the DISTRICT easements must be constructed by trenchless construction.

DOCUMENTS REQUIRED:

1st Submittal:

- ☐ Engineering drawings providing details of the crossing.
- ☐ *Additional Pertinent Document(s).

*To expedite the review and approval of your permit package, please include all information deemed pertinent and beneficial to the general understanding of the proposed project/development (i.e., (a) Previously approved permit, etc.; and/or (b) Applicable permits from other agencies (i.e., TxDOT driveway and discharge permits)).

Subsequent Submittals:

- ☐ Revised Engineering drawings providing details of the crossing.
- ☐ Comment Response Narrative - please use the same PDF file received from the DISTRICT reviewer (preferred method - use different text color to respond) or a letter with responses to comments to explain revisions.
- ☐ (if required) Bond, cash, or irrevocable letter of credit.
- ☐ Additional Pertinent Document(s) – see list above.

FEES REQUIRED:

Please refer to the "Permit Types and Fees" document, located on the DISTRICT's Website, for additional information.

If more than two final drainage plan reviews are required, the Applicant will be charged an additional amount per review.

Please note that a second fee equal to the original fee will be charged when the owner/applicant makes significant changes to the initial submittal package (i.e., modifications to the tract acreage, proposed drainage improvements, etc.).



3. DRAINAGE CONNECTION WITHOUT LAND USE CHANGES

DETAILS REQUIRED:

- Proposed Drainage Connection to (i.e., existing storm sewer, ditch, pond, etc.)
- Pipe Material
- Pipe Diameter (in)
- Number of Pipes
- Pipe Length (ft)

DOCUMENTS REQUIRED:

1st Submittal:

- ☐ Drawings/Sketch providing details of the drainage connection.
- ☐ A certification letter, signed and sealed by the Engineer of Record, and supporting documentation justifying the absence of impervious cover or off-site flow are proposed. Additionally, the letter must certify that the existing site's detention capacity and/or outfall are in accordance with the DISTRICT's latest Rules and Regulations and that the proposed improvement will not cause adverse impacts to the neighboring properties or downstream/upstream facilities and/or structures for storms up to and including the Atlas 14, 100-yr storm event.
- ☐ *Additional Pertinent Document(s).

*To expedite the review and approval of your permit package, please include all information deemed pertinent and beneficial to the general understanding of the proposed project/development (i.e., (a) Previously approved permit, drainage plans, etc.; (b) Applicable permits from other agencies (i.e., TxDOT driveway and discharge permits).

Subsequent Submittals:

- ☐ Revised drawings/sketch providing details of the drainage connection.
- ☐ Comment Response Narrative - please use the same PDF file received from the DISTRICT reviewer (preferred method - use a different text color to respond) or a letter with responses to comments to explain revisions.
- ☐ Additional Pertinent Document(s) – see list above.

FEES REQUIRED:

Please refer to the "Permit Types and Fees" document located on the DISTRICT's Website for reference.

If more than two final drainage plan reviews are required, the Applicant will be charged an additional fee per additional review.

Please note that a second fee equal to the original fee will be charged when the owner/applicant makes significant changes to the initial submittal package (i.e., modifications to the tract acreage, proposed drainage improvements, etc.).



4. DRAINAGE IMPACT ANALYSIS (DIA) REPORT

DETAILS REQUIRED:

- Total Tract Area (acres)
- Total Impervious Area (acres – including the area of the proposed detention basin)
- Detention Volume Provided (acre-feet)
- Detention Volume Ratio (acre-feet/acre)

DOCUMENTS REQUIRED:

1st Submittal

- ☐ Signed and sealed Drainage Analysis of Pre & Post-Developed conditions by a licensed Texas Professional Engineer.
- ☐ (if available) Provide a copy of the digital files (.DWG), GIS files (shape or geodatabase), EPA SWMM/HEC-RAS models, and reference files containing the project boundary, detention boundary, and drainage improvements tied to the State Plane Coordinate System NAD 83 (horizontally).
- ☐ *Additional Pertinent Document(s)

*To expedite the review and approval of your permit package, the Applicant must include sufficient information to satisfy the criteria outlined in Article VI - Drainage Criteria from the DISTRICT's latest Rules and Regulations. Please include all information deemed pertinent and beneficial to the general understanding of the proposed project/development (i.e., (a) Previously approved permit, drainage report plans, plats, etc.; (b) Applicable permits from other agencies (i.e., TxDOT driveway and discharge permits).

Subsequent Submittals

- ☐ Revised Report.
- ☐ Comment Response Narrative - please use the same PDF file received from the DISTRICT reviewer (preferred method - use different text color to respond) or a letter with responses to comments to explain revisions.
- ☐ (if available) Provide a copy of the digital files (.DWG), GIS files (shape or geodatabase), EPA SWMM/HEC-RAS models, and reference files containing the project boundary, detention boundary, and drainage improvements tied to the State Plane Coordinate System NAD 83 (horizontally).
- ☐ Additional Pertinent Document(s) – see list above.

FEES REQUIRED:

Please refer to the "Permit Types and Fees" document, located on the DISTRICT's Website, for additional information.

If more than two final drainage plan reviews are required, the Applicant will be charged an additional amount per review.

Please note that a second fee equal to the original fee will be charged when the owner/applicant makes significant changes to the initial submittal package (i.e., modifications to the tract acreage, proposed drainage improvements, etc.).



5. TRACT DEVELOPMENT WITHOUT PLATTING

DETAILS REQUIRED:

- Total Tract Area in Acres
- Total Impervious Area in Acres (including the area of the detention basin)
- Detention Volume Provided in Acre-Feet
- Detention Volume Ratio in Acre-feet/Acre

DOCUMENTS REQUIRED:

1st Submittal:

- ☐ Copy of Final Drainage Plans showing the service area with flow paths and calculations of existing vs. proposed runoff and detention capacity. Provide information on the receiving stream, outfall, detention, and the associated public entity with jurisdiction.
- ☐ *Additional Pertinent Document(s)

*To expedite the review and approval of your permit package, please include all information deemed pertinent and beneficial to the general understanding of the proposed project/development (i.e.: (a) Previously approved permit, drainage report plans, plats, etc.; (b) Applicable permits from other agencies (i.e., TxDOT driveway and discharge permits), (c) Drainage report and EPA SWMM/HEC-RAS models), and/or (d) Digital files (.DWG), 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)).

Subsequent Submittals:

- ☐ Revised Final Drainage Plans.
- ☐ Comment Response Narrative - please use the same PDF file received from the DISTRICT reviewer (preferred method - use a different text color to respond) or a letter with responses to comments to explain revisions.
- ☐ Additional Pertinent Document(s) – see list above.

Final Submittal - (Prior to being placed on the Agenda for Board Review & Approval):

- ☐ Final Drainage Plans.
- ☐ (if required) Written Agreement by the adjoining landowner(s) for fill closer than ten (10) feet or for excavations closer than twenty (20) feet plus twice the depth of the excavation from the property lines.
- ☐ (if required) Bond, cash, or irrevocable letter of credit.
- ☐ Additional Pertinent Document(s) – see list above.

FEES REQUIRED:

Please refer to the "Permit Types and Fees" document, located on the DISTRICT's Website, for additional information.

If more than two final drainage plan reviews are required, the Applicant will be charged an additional amount per review.

Please note that a second fee equal to the original fee will be charged when the owner/applicant makes significant changes to the initial submittal package (i.e., modifications to the tract acreage, proposed drainage improvements, etc.).



6. TRACT DEVELOPMENT WITH PLATTING – APPLICATION OPTIONS

- A. PRELIMINARY PLAT & PRELIMINARY DRAINAGE PLANS
- B. FINAL PLAT
- C. FINAL DRAINAGE PLANS

6.A TRACT DEVELOPMENT WITH PLATTING – PRELIMINARY PLAT & PRELIMINARY DRAINAGE PLANS

DETAILS REQUIRED:

- Proposed development tract size (in acres or any fraction thereof)
- Number of Lots, Blocks, & Reserves
- Legal Description (Recording information of Plat): Survey Name, Survey Number, & Abstract Number
- Are any DISTRICT easements located within the Tract's boundaries and/or proposed Development? Please note that your proposed Development will likely require the conveyance of additional easements or rights-of-way to the DISTRICT. Once the application is submitted, please use the **"Communication Log"** feature to request additional details and information.
- If Applicable Drainage Improvement(s):
 - Are you proposing drainage improvements? Yes or No

DOCUMENTS REQUIRED:

1st Submittal:

- ☐ Copy of Preliminary Plat.
- ☐ Copy of Preliminary Drainage Plans showing the service area with flow paths and preliminary calculations of existing vs. proposed runoff and detention capacity. Provide information on the receiving stream and the associated public entity with jurisdiction.
- ☐ *Additional Pertinent Document(s)

*To expedite the review and approval of your permit package, please include all information deemed pertinent and beneficial to the general understanding of the proposed project/development (i.e.: (a) Previously approved permit, drainage report plans, plats, etc.; (b) Applicable permits from other agencies (i.e., TxDOT driveway and discharge permits), and/ or (c) Drainage report and EPA SWMM/HEC-RAS models)).

Subsequent Submittals:

- ☐ Copy of Revised Preliminary Plat.
- ☐ Copy of Revised Preliminary Drainage Plans.
- ☐ Comment Response Narrative - please use the same PDF file received from the DISTRICT reviewer (preferred method - use different text color to respond) or a letter with responses to comments to explain revisions.
- ☐ Additional Pertinent Document(s) – see list above.

FEES REQUIRED:

Please refer to the "Permit Types and Fees" document, located on the DISTRICT's Website, for additional information.

If more than two final drainage plan reviews are required, the Applicant will be charged an additional amount per review.

Please note that a second fee equal to the original fee will be charged when the owner/applicant makes significant changes to the initial submittal package (i.e., modifications to the tract acreage, proposed drainage improvements, etc.).



6.B TRACT DEVELOPMENT WITH PLATTING – FINAL PLAT

DETAILS REQUIRED:

- Proposed development tract size (in acres or any fraction thereof)
- Number of Lots, Blocks, and Reserves
- Legal Description (Recording information of Plat): Survey Name, Survey Number, & Abstract Number
- Are any DISTRICT easements located within the Tract's boundaries and/or proposed Development? Please note that your proposed Development will likely require the conveyance of additional easements or rights-of-way to the DISTRICT. Once the application is submitted, please use the "**Communication Log**" feature to request additional details and information.
- If Applicable Drainage Improvement(s):
 - Are you proposing drainage improvements? Yes or No

DOCUMENTS REQUIRED:

1st Submittal:

- ☐ Copy of the Final Plat.
- ☐ *Additional Pertinent Document(s):

*To expedite the review and approval of your permit package, please include all information deemed pertinent and beneficial to the general understanding of the proposed project/development (i.e.: (a) Previously approved permit, plats, etc.; (b) Digital files (.DWG), 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)).

Subsequent Submittals:

- ☐ Revised Final Plat sheets.
- ☐ Comment Response Narrative - please use the same PDF file received from the DISTRICT reviewer (preferred method - use different text color to respond) or a letter with responses to comments to explain revisions.
- ☐ Additional Pertinent Document(s) – see list above.

FEES REQUIRED:

Please refer to the "Permit Types and Fees" document, located on the DISTRICT's Website, for additional information.

If more than two final drainage plan reviews are required, the Applicant will be charged an additional amount per review.

Please note that a second fee equal to the original fee will be charged when the owner/applicant makes significant changes to the initial submittal package (i.e., modifications to the tract acreage, proposed drainage improvements, etc.).



6.C TRACT DEVELOPMENT WITH PLATTING – FINAL DRAINAGE PLANS

DETAILS REQUIRED:

- Total Tract Area (acres)
- Total Impervious Area (acres – includes the area of the proposed detention basin)
- Detention Volume Provided (acre-feet)
- Detention Volume Ratio (acre-feet/acre)

DOCUMENTS REQUIRED:

1st Submittal:

- ☐ Copy of Final Drainage Plans showing the service area with flow paths and calculations of existing vs. proposed runoff and detention capacity. Provide information on the receiving stream, outfall, detention, and the associated public entity with jurisdiction.
- ☐ *Additional Pertinent Document(s)

*To expedite the review and approval of your permit package, please include all information deemed pertinent and beneficial to the general understanding of the proposed project/development (i.e.: (a) Previously approved permit, drainage report plans, plats, etc.; (b) Applicable permits from other agencies (i.e., TxDOT driveway and discharge permits), (c) Drainage report and EPA SWMM/HEC-RAS models), and/or (d) Digital files (.DWG), 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)).

Subsequent Submittals:

- ☐ Revised Final Drainage Plans.
- ☐ Comment Response Narrative - please use the same PDF file received from the DISTRICT reviewer (preferred method - use a different text color to respond) or a letter with responses to comments to explain revisions.
- ☐ Additional Pertinent Document(s) – see list above.

Final Submittal (Prior to being placed on the Agenda for Board Review & Approval):

- ☐ (if required) Written Agreement by the adjoining landowner(s) for fill closer than ten (10) feet or for excavations closer than twenty (20) feet plus twice the depth of the excavation from the property lines.
- ☐ (if required) Bond, cash, or irrevocable letter of credit.
- ☐ Additional Pertinent Document(s) – see list above.

FEES REQUIRED:

Please refer to the "Permit Types and Fees" document, located on the DISTRICT's Website, for additional information.

If more than two final drainage plan reviews are required, the Applicant will be charged an additional amount per review.

Please note that a second fee equal to the original fee will be charged when the owner/applicant makes significant changes to the initial submittal package (i.e., modifications to the tract acreage, proposed drainage improvements, etc.).

7. REVISIONS TO A PERMIT AFTER BOARD APPROVAL



If an Applicant significantly CHANGES (alters land use, increases impervious coverage, makes modifications to drainage/detention, etc.) a plat, drainage plans, and/or drainage report after the Board approves a permit application, the review process shall start over with the Submittal of a new permit application package and payment of associated fees following the DISTRICT's latest Rules & Regulations.

The significance of these changes or revisions depends on the character and extent of the changes made, as solely determined by the DISTRICT. The following is required when submitting the new permit application package:

- ☐ A new application must be completed within the Portal, and fees must be paid to the DISTRICT.
- ☐ Altered plans must contain clouds and deltas.
- ☐ Make sure the files are bookmarked and fit the page.
- ☐ A narrative must be submitted and attached separately, noting a page-by-page breakdown of all changes.

FEES REQUIRED:

Please refer to the "Permit Types and Fees" document, located on the DISTRICT's Website, for additional information.

If more than two final drainage plan reviews are required, the Applicant will be charged an additional amount per review.

Please note that a second fee equal to the original fee will be charged when the owner/applicant makes significant changes to the initial submittal package (i.e., modifications to the tract acreage, proposed drainage improvements, etc.).

