Matagorda County Drainage District No. 1

Application Submittal & Process Guidebook

Last Revised on 10/01/25

In order to control flooding and detain excess runoff within the Matagorda County Drainage District #1 (DISTRICT), drainage plans and plats (if applicable) must be submitted, accepted, reviewed, have an approval letter issued by the DISTRICT, and a permit issued by any other governing entity with jurisdiction **prior to the commencement of construction.**

This guidebook outlines the steps (from initial review through post-approval) involved in applying for a DISTRICT permit. This information will help Applicants with little or no experience with the DISTRICT's application process. Experienced professionals will also find this information valuable while setting schedules and expectations.

All applications and submittals must take place through our secure **Application Submittal Portal (Portal).** This Portal is designed to make the submission process easier and more efficient for Applicants. By utilizing this centralized platform, you can ensure that your Application is received, reviewed, and processed in a timely manner.

Please access the Portal via the DISTRICT's website (https://https://mcdd1.org) under the *Permit Application & Engineering Documents* page.
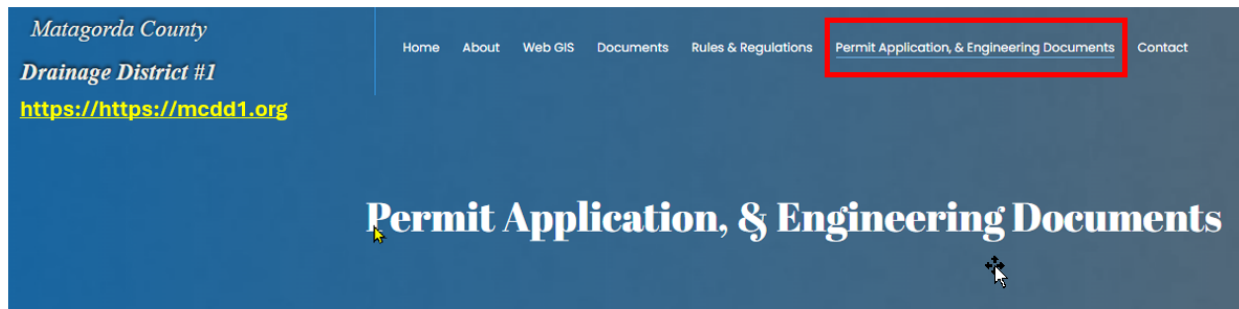
1. PERMIT APPLICATION

All **pre-development** meetings and **permit application** requests must be submitted electronically through our web-based Portal, accessible by **CLICKING ON THE IMAGE BELOW**.

You first need to **register** before you can start an application.
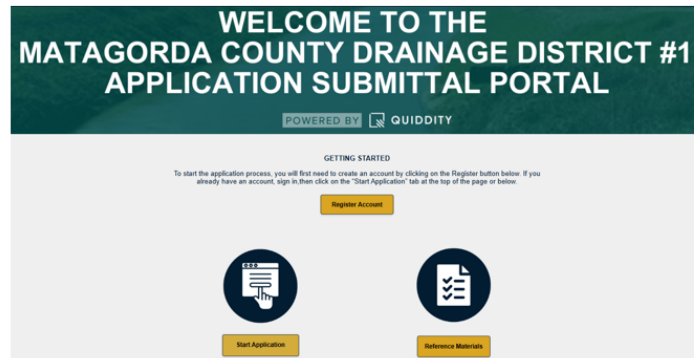
AVAILABLE APPLICATION TYPES & RELEVANT INFORMATION AVAILABLE ON THE PORTAL:

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.

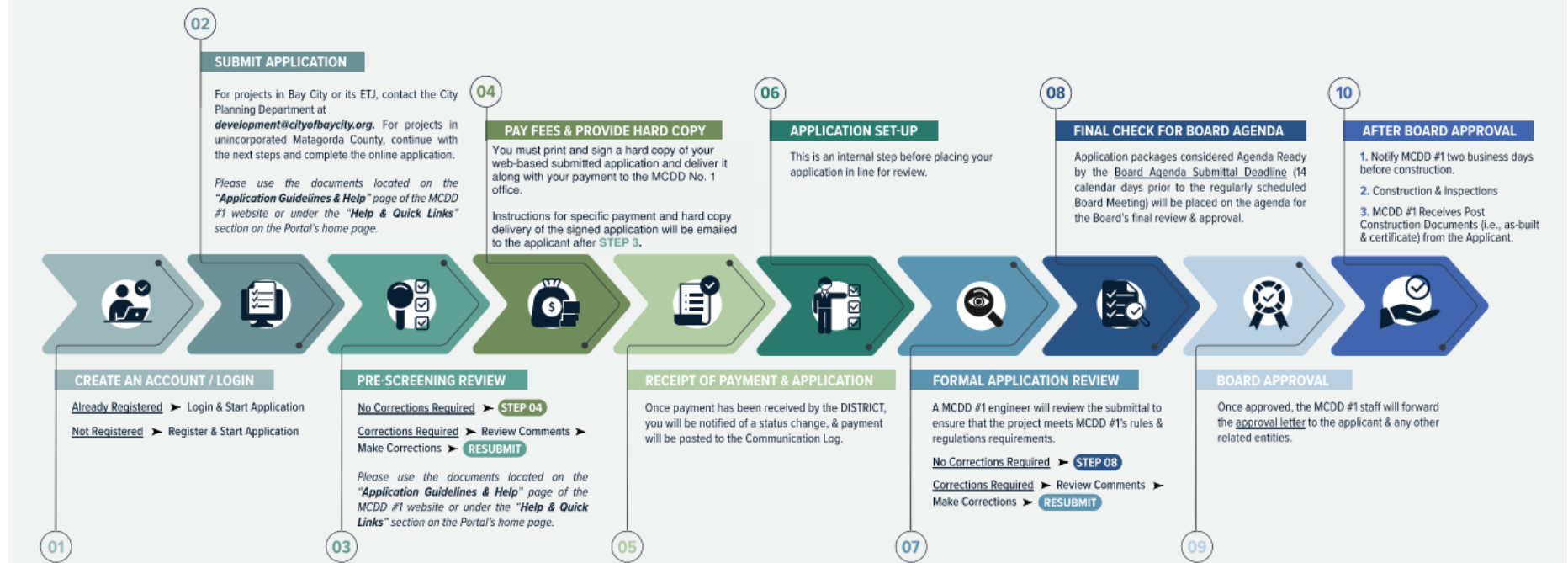### 6. Tract Development With Platting

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.*

The DISTRICT's process for **application submittal, review, and approval** includes the following 10 steps:

APPLICATION SUBMITTAL, REVIEW, & APPROVAL PROCESS FLOW CHART

01 — CREATE AN ACCOUNT / LOGIN

Already Registered ➤ Login & Start Application

Not Registered ➤ Register & Start Application

02 — SUBMIT APPLICATION

For projects in Bay City or its ETJ, contact the City Planning Department at *development@cityofbaycity.org*. For projects in unincorporated Matagorda County, continue with the next steps and complete the online application.

Please use the documents located on the "Application Guidelines & Help" page of the MCDD #1 website or under the "Help & Quick Links" section on the Portal's home page.

03 — PRE-SCREENING REVIEW

No Corrections Required ➤ STEP 04

Corrections Required ➤ Review Comments ➤ Make Corrections ➤ RESUBMIT

Please use the documents located on the "Application Guidelines & Help" page of the MCDD #1 website or under the "Help & Quick Links" section on the Portal's home page.

04 — PAY FEES & PROVIDE HARD COPY

You must print and sign a hard copy of your web-based submitted application and deliver it along with your payment to the MCDD No. 1 office.

Instructions for specific payment and hard copy delivery of the signed application will be emailed to the applicant after STEP 3.

05 — RECEIPT OF PAYMENT & APPLICATION

Once payment has been received by the DISTRICT, you will be notified of a status change, & payment will be posted to the Communication Log.

06 — APPLICATION SET-UP

This is an internal step before placing your application in line for review.

07 — FORMAL APPLICATION REVIEW

A MCDD #1 engineer will review the submittal to ensure that the project meets MCDD #1's rules & regulations requirements.

No Corrections Required ➤ STEP 08

Corrections Required ➤ Review Comments ➤ Make Corrections ➤ RESUBMIT

08 — FINAL CHECK FOR BOARD AGENDA

Application packages considered Agenda Ready by the Board Agenda Submittal Deadline (14 calendar days prior to the regularly scheduled Board Meeting) will be placed on the agenda for the Board's final review & approval.

09 — BOARD APPROVAL

Once approved, the MCDD #1 staff will forward the approval letter to the applicant & any other related entities.

10 — AFTER BOARD APPROVAL

1. Notify MCDD #1 two business days before construction.

2. Construction & Inspections

3. MCDD #1 Receives Post Construction Documents (i.e., as-built & certificate) from the Applicant.

KEY TO SUCCESS: It is highly encouraged that all Applicants review the following documents before starting an application to better understand all items required. Most, if not all, answers can be found within documents located on the DISTRICT's website or the **"Help & Quick Links"** section on the Portal's home page.

- Required Application Information, Documents, & Fees – "What you need to have and know to complete your Application"
- Application Submittal & Process Guidebook
- DISTRICT Rules and Regulations

PLEASE NOTE: For all stages of the application review process, communication must take place via the Application's **Communication Log,** which can be found on the **"My Applications"** page of the Portal. In addition to the **Communication Log**, Applicants will be auto-notified of permit status updates via the email address(es) provided during submission. **DO NOT USE EMAIL OR PHONE CALLS TO MAKE INQUIRIES ABOUT YOUR APPLICATION/SUBMITTAL.**

STEP 1 – CREATE AN ACCOUNT & LOGIN

☐ To start the application process, you will first need to create an account by clicking on the **"Register"** button on the home page of the Portal.

- Be sure to double-check the contact information for your account; once an application is started, you will not be able to change the information.

- Applicants will receive an email notification confirming account creation.

☐ For step-by-step instructions to set up an account, please reference the **"Help & Quick Links"** section of the Portal.

☐ Once you create an account/or already have an account, click on the **"Sign In"** tab in the upper left corner of the home page to login. Now, you are ready to submit an application (Step 2).

STEP 2 – SUBMIT APPLICATION

☐ Complete and submit the appropriate Application in the Portal by clicking on the "Start Application" tab at the top of the Portal Page.

- To expedite the review and approval of your application 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), (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)).

☐ For step-by-step instructions for application submittal, please reference the **"Help & Quick Links"** section of the Portal.

☐ Once an application is submitted, the Applicant will receive an email informing them their Application will now undergo a pre-screening review (Step 3).

STEP 3 – PRE-SCREENING REVIEW

☐ Once submitted through the Portal, the application package will then undergo a Pre-Screening Review. The Pre-Screening Review Step includes a cursory review of the application information and uploaded documents in preparation for payment by the Applicant and a formal review by the DISTRICT Permit Team. Please allow approximately **3 business days** (pending workload) to complete this step.

☐ The DISTRICT Permit Team will review all information and documents submitted for completeness and will notify the Applicant through the Application's **Communication Log** and via email if any information or documents are missing (see image below for the location of the **Communication Log** and where to **View Uploaded Documents** within the Portal). An incomplete submittal package will delay the formal review and permit approval process.
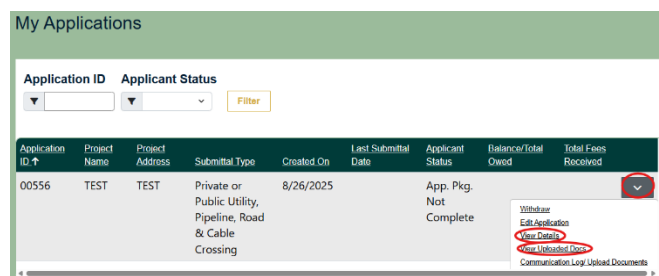
STEP 4 – PAY FEES & PROVIDE HARD COPY OF APPLICATION

☐ Once the Pre-Screening Review is complete, the Applicant will be notified via email of the status change and further instructions. The Applicant must then promptly submit the following documents and payment to the DISTRICT's office during business hours (**Monday – Thursday,** 7:00 AM to 12:00 PM and 1:00 PM to 5:30 PM) at 2604 Nichols Ave. Bay City, TX 77414 **OR** **mail** the documents to P.O. Box 834, Bay City, TX 77404:

- A **hard copy** of the final Application with the Applicant's signature (provided in the notification email).
- A check made payable to **"Matagorda County Katy Drainage District #1"** for the respective estimated fee(s).

☐ **PLEASE NOTE:** The DISTRICT will **NOT** start the formal review (Step 7) of the Application until a hard copy of the application package and all required fees are delivered to the DISTRICT and paid in full.

STEP 5 – RECEIPT OF PAYMENT & APPLICATION

☐ Once payment and a hard copy of the Application have been received by the DISTRICT staff, you will be notified of a status change via email & receipt of your Application and payment will be uploaded to the Application's **Communication Log/ Uploaded Docs** on the Portal. At this point, your Application will be set up internally (Step 6) in preparation for Formal Application Review (Step 7).

STEP 6 – APPLICATION SET-UP

☐ This step is done internally after confirmation that payment and hard copies have been received by the DISTRICT before placing your Application in line for Formal Application Review (Step 7).

STEP 7 – FORMAL APPLICATION REVIEW

☐ Once Step 6 is complete, the application package will be placed in line for Formal Review. Plans are reviewed in the order that they are received.

☐ Please allow approximately **30 business days** for review of each submittal after receipt of the hard copies of the uploaded documents and fees paid in full (Step 4). PLEASE NOTE: Due to the complexity and/or size of some projects, the normal time to complete the review may be longer than 30 business days.

☐ The application package will be reviewed for compliance with the DISTRICT's latest Rules & Regulations. Applicants will be notified of any issues, modifications, or corrections necessary within the Application's **Communication Log** within the Portal as well as via email notifications.

☐ If the reviewer notes that modifications or corrections are necessary, please see the following steps:

- All corrections and areas of non-compliance must be addressed and resubmitted within the Application's **Communication Log** only (do not email them to the DISTRICT) and must exhibit the changes/corrections. PLEASE NOTE: The 30-business-day review time will restart with each resubmittal. Due to the complexity and/or size of some projects, they may take longer than normal review time to complete.

- All plan review comments by the DISTRICT **must be addressed** prior to resubmitting the revised plans.

- Do NOT upload individual sheets or only revised sheets. The **complete/full plan set is required for each submittal**.

- • Corrected plans **MUST contain** a comment response narrative that must be uploaded and attached to the **Communication Log.** Please use the same PDF file received in the **Communication Log** (*preferred method* - use a different text color to respond) or a letter with responses to comments to explain revisions, uploaded as a PDF.

☐ Once revisions are submitted, the DISTRICT will review the corrections and send any additional plan review comments within **30 business days**. Review time begins once the DISTRICT receives the resubmittal within the **Communication Log.**

☐ Projects **with more than 3 plan review cycles** require the Applicant to attend a meeting with the DISTRICT Plan Reviewer(s) and may incur additional review fees.

STEP 8 – FINAL CHECK FOR BOARD AGENDA

☐ An application package is only considered **Agenda Ready** once all requirements are met, including comments addressed and verified, all fees paid.

☐ The **Board Agenda Submittal deadline is fourteen (14) calendar days** prior to the regularly scheduled Board Meeting at which approval is desired. Board Meetings occur on the fourth (4th) Tuesday of every month.

☐ Submittals considered **Agenda Ready by this deadline** will be placed on the agenda for the Board's final review and approval.

STEP 9 – BOARD APPROVAL

☐ Once the Board approves the Application, the DISTRICT engineering staff will forward the **approval letter** and approved documents to the Applicant, Matagorda County, etc.

☐ 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 DISTRICT, and a permit issued by any other governing entity with jurisdiction.

STEP 9.1 – IF CHANGES OCCUR 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 or after a no-objection letter has been issued, 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.

STEP 10 – AFTER BOARD APPROVAL

☐ PRE-CONSTRUCTION NOTIFICATION - Please complete and submit the notification form (refer to the DISTRICT's website) at least two business days before starting construction of the Detention Facilities and Drainage Infrastructure.

☐ CONSTRUCTION & INSPECTIONS - TBD

☐ POST-CONSTRUCTION – Within thirty (30) days after completion of permitted work, the Applicant shall submit the following to the DISTRICT:

- Record drawings, both hard copy and electronic copy (PDF).
- As-built Certificate (refer to the DISTRICT's website) 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.