APPLICATION SUBMITTAL, REVIEW, & APPROVAL PROCESS FLOW CHART

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.

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.

06 — APPLICATION SET-UP

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

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.

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.

01 — CREATE AN ACCOUNT / LOGIN

Already Registered ➤ Login & Start Application

Not Registered ➤ Register & Start Application

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.

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.

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

09 — BOARD APPROVAL

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