



# **Matagorda County Drainage District #1**

## ***How to Begin an Application/ Request a Pre-Development Meeting***

Last Revised on 10/01/2025

## OVERVIEW & PURPOSE

This guide shows an applicant the step-by-step process for how to begin an application in the Matagorda County Drainage District #1 (DISTRICT) Application Submittal Portal (Portal). If you have any questions, please contact the DISTRICT Permit Team at [mcdd1permitting@quiddity.com](mailto:mcdd1permitting@quiddity.com).

Each application type will require different information to be entered and documents uploaded. Please review the documents located under the "**Reference Materials**" section on the Portal main page for more information (see image below) on what each application type will require.



### Start Application

All applications and submittals must be submitted through our **secure web-based portal**.

This centralized platform simplifies the process and helps ensure your application is received, reviewed, and processed efficiently.

Incomplete applications or submittals, including all required fees paid in full, will not be accepted or processed by the District.



### Reference Materials

For a full and comprehensive overview of the required information & documents needed to submit an application, as well as "How To" guides, please reference the documents located on the "Application GuideLine and Help" page of the [Matagorda County Drainage District #1 Website](#), or under the "Help and Quick Links" tab of this portal.

It is important to note that all applications and submittals must adhere to the District's latest [Rules & Regulations](#)





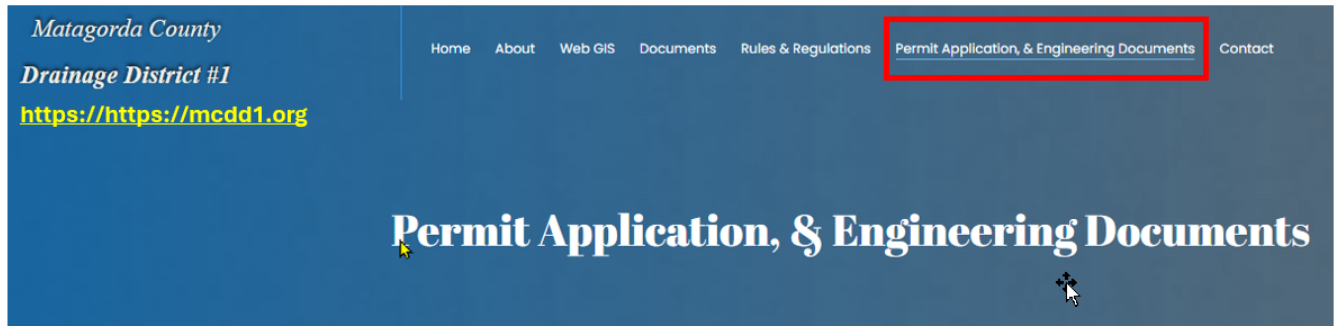
## HOW TO SUBMIT AN APPLICATION

### STEP 1

You will need a registered account to submit an application. If you do not have an account, please refer to the "**How to Register & Sign-in**" guide located under the "**Help & Quick Links**" section of the Portal. If you already have an account, proceed to Step 2.

### STEP 2

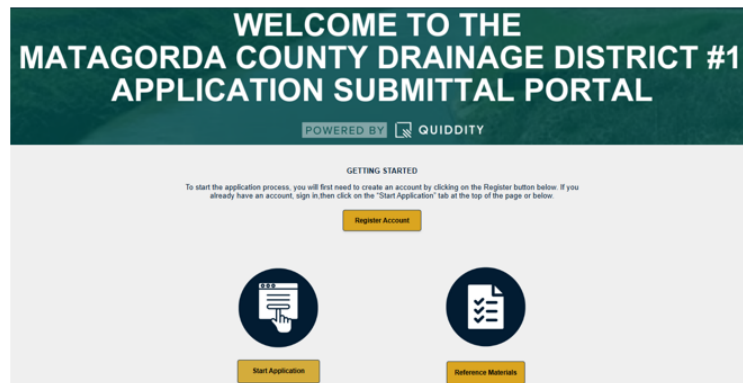
Please access the Portal via the DISTRICT's website ( <https://mcdd1.org> ) under the *Permit Application & Engineering Documents* page.



#### 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.



### STEP 3

Sign in to your account from the Portal home page.



 **Quiddity Portal**

Help & Quick Links | Start Application | **Sign in**


# WELCOME TO THE MATAGORDA COUNTY DRAINAGE DISTRICT #1 APPLICATION SUBMITTAL PORTAL

POWERED BY  QUIDDITY

## GETTING STARTED

To start the application process, you will first need to create an account by clicking on the Register button below. If you already have an account, sign in, then click on the "Start Application" tab at the top of the page or below.

**Register Account**

 **Quiddity Portal**

Help & Quick Links | Start Application | **Sign in**



Register

### Sign in with a local account

\* Email

\* Password


☐ Remember me?

**Sign in**

**Forgot your password?**

## STEP 4

Once signed in, you will be redirected to the **"Start Application"** page. Select the application type you wish to submit by clicking on one of the yellow boxes. (For this guide "Any Application Type" will be used as an example).

 **Quiddity Portal**

Help & Quick Links | My Applications | **Start Application**



### TO START AN APPLICATION, SELECT ONE OF THE OPTIONS BELOW

Please make sure your applicant profile contact information is correct before proceeding with filling out an application; changes cannot be made once an application is started.



**Pre Development  
Meeting Request**



**Any Application Type  
Please click here**



## STEP 5

Once an application type is selected from the list, you will be directed to a new page with additional information regarding the different permit types. To proceed with submitting an application, click on the **"Start Application"** button.

### Various Submittal Types



**Private or Public - Utility, Pipeline, Road and Cable Crossing**  
Private or Public - Utility, Pipeline, Road and Cable Crossing This Application type encompasses projects where the construction of utilities, pipelines, road and cables, either publicly or privately owned, is planned to cross any drainage facility within a District held easement or fee strip.



**Drainage Connection Without Land Use Changes**  
This Application type encompasses all drainage connections to District facilities from properties not changing 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.



**Drainage Impact Analysis (DIA) 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.



**Tract Development Without Platting**  
This Application type encompasses any tract development that does not involve platting.



**Tract Development With Platting**  
This Application type encompasses any tract development that involves filing a plat and may include drainage improvements. - 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.

[Start Application](#)

## STEP 6

Begin by selecting the project's location on the provided map by moving the blue dot to the desired location.

### General Permit Request

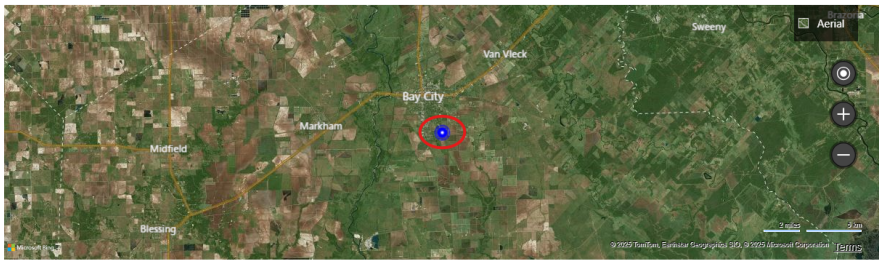
[Project Location and Information](#) [Owner Information](#) [Upload Document\(s\)](#) [Review and Submit](#)

#### Project Location

**Map**

Please select the location for the requested permit by clicking the on the map below.

Please note, the selected location (blue dot) can be moved by clicking elsewhere on the map.





## STEP 7

Fill in the "Project Information" for your project.

Project Information

Where is the proposed development located?

☐ Within the City of Bay City or its ETJ (w/n 1 mile of the City limits and contiguous) with intent to annex.  
If you choose this option, **DO NOT CONTINUE THIS APPLICATION** - Please contact the City of Bay City Planning Department at [development@cityofbaycity.org](mailto:development@cityofbaycity.org)

☐ Unincorporated Matagorda County  
If you choose this option, please proceed to the next steps.

Project/Development Name \*

Development Type \*

Select

Is Proposed Development Standalone or Master Development with Multiple Projects ?

Select

Submittal Type \*

Private or Public Utility, Pipeline, Road & Cable Crossing

Project/Development Description Summary \*

Project Address \*

Project Address 2

Project City \*

Project State \*

Texas

Project Zip \*

Additional Comments (if necessary)

## STEP 8

If you would like to designate additional individuals to receive status notifications via email throughout the application process, you may provide up to two additional recipients. *PLEASE NOTE: Only the registered applicant can view and communicate regarding the application within the Portal.*

### Additional Email Notification(s)

#### Notification Email 1

Please note, only the registered applicant can view and communicate regarding this application within the portal. However, additional individuals can be designated below to receive status notifications via email throughout the application process.

#### Notification Email 2

## STEP 9

Select the applicant's relationship to the project – "Owner" or "Owner's Agent."

- A. **Owner** - If you are the owner of the project, select "Owner" from the drop-down list, click on the box to acknowledge the provided statement.

### Applicant Relationship

#### Applicant Relationship to the Project \*

Owner

☒ I have read and agree with the Terms of Service & Privacy Policy. \*

Click here to review our [Terms of Use](#) and [Privacy Policy](#).



- B. **Owner's Agent** - If you are submitting the application on behalf of the project owner, select "**Owner's Agent**" from the drop down list, click on the boxes to acknowledge the provided statements.

#### Applicant Relationship

Applicant Relationship to the Project \*

Owner's Agent



I acknowledge that the property/ project owner authorized me to act as their agent, represent the request, and be the official contact with the DISTRICT. The property/project owner authorizes the DISTRICT to begin proceedings in accordance with the process for the type of permit application selected. The property/ project owner also acknowledges that submitting an application does not obligate the DISTRICT to approve the application. \*



I have read and agree with the Terms of Service & Privacy Policy. \*

[Click here to review our Terms of Use and Privacy Policy.](#)

#### STEP 10

Indicate whether this submittal is a revision to a previously approved permit and provide details if applicable, then click "Next."

##### Revision to a Previously Approved Permit

Is this a revision to a previously approved permit \*

☒ No ☐ Yes

Previous Approved District Permit Number (if applicable):

Proposed Scope Change(s)

Next

#### STEP 11

Depending on if you selected "**Owner**" or "**Owner's Agent**" in Step 9, you will be directed to one of the following options:

- A. **Owner** – If you selected "**Owner**," you will be directed to verify the owner's information. This information will auto-populate from your applicant profile. If there are any errors with the information, please make the necessary changes to your applicant profile before moving forward with permit submittal. If the information is correct, click "**Next**" to proceed to Step 12.



## Project Owner Information

Owner Firm Name

Owner Name \*

Owner Address \*

Owner Address 2

Owner City \*

Owner State \*

Owner Zip \*

Owner Phone Number \*

Owner Email \*

Verify Owner Email \*

Previous

Next





- B. **Owner's Agent** – If you selected "**Owner's Agent**," you will be directed to verify the applicant's information. This information will auto-populate from your applicant profile and cannot be modified in the application. If there are any errors with the information, please make the necessary changes to your applicant profile before moving forward with permit submittal. If the information is correct, click "**Next**" and fill in the project owner's information on the next page. Once the owner's information is filled in, click "**Next**" to proceed to Step 12.

Project Location and Information ✓ Applicant Information Owner Information Private or Public Utility, Pipeline, Road & Cable Crossing Upload Document(s) Review and Submit

### Applicant Information

**Applicant Name \***  
Please be aware that the applicant information will be used as our single point of contact and coordination for all submittals and interactions during the review and approval process.

If any of the information auto populated below is incorrect, please make the necessary changes to your applicant profile before moving forward with permit submittal.

Applicant Address \*

Applicant Address 2

Applicant City \*

Applicant State \*  
Texas

Applicant Zip \*

Applicant Phone Number

Applicant Email \*

Previous Next

Project Location and Information ✓ Applicant Information ✓ Owner Information Private or Public Utility, Pipeline, Road & Cable Crossing Upload Document(s) Review and Submit

### Project Owner Information

Owner Firm Name

Owner Name \*

Owner Address \*

Owner Address 2

Owner City \*

Owner State \*  
Texas

Owner Zip \*

Owner Phone Number \*  
(Numeric Values Only. E.g. xxxxxxxxxx)

Owner Email \*

Verify Owner Email \*

Previous Next

**PLEASE NOTE FOR STEPS 11 & 12:** Each application type will require different information to be entered, and documents uploaded. As stated in the introduction, please review the documents located under the **"Reference Materials"** section on the Portal main page for more information.

## STEP 12

Fill in the Submittal Type Detail for the permit application you selected (Private or Public Utility, Pipeline, Road, & Cable Crossings for this example) and then click **"Next"** at the bottom of the page to proceed to Step 13.

The screenshot shows the 'Private or Public Utility, Pipeline, Road & Cable Crossing' form. The navigation bar at the top includes 'Project Location and Information' (checked), 'Owner Information' (checked), 'Private or Public Utility, Pipeline, Road & Cable Crossing' (active), 'Upload Document(s)', and 'Review and Submit'. The form fields include: 'Crossing Type' (dropdown menu), 'Utility Type' (text input), 'Material Carried' (text input), 'Culvert Material' (text input), 'Culvert Size/ Diameter (in)' (text input), 'Number Of Culverts' (text input), and 'Crossing Width On Street (ft)' (text input). Below these fields is a statement: 'I understand that underground crossings across DISTRICT easements must be constructed by trenchless construction \*' with radio buttons for 'No' (selected) and 'Yes'. At the bottom, there are 'Previous' and 'Next' buttons, with the 'Next' button circled in red.

## STEP 13

Upload the required documents for the permit application selected by clicking on the **"Add Files"** button. PLEASE NOTE: The individual file size cannot exceed 50 MB in size.

The screenshot shows the 'Uploaded Document(s)' form. The navigation bar at the top includes 'Project Location and Information' (checked), 'Owner Information' (checked), 'Private or Public - Utility, Pipeline, Road & Cable Crossing' (checked), 'Upload Document(s)' (active), and 'Review and Submit'. The form content includes a heading 'Uploaded Document(s)', a note 'If your file is larger than 50 MB, please consider the following alternatives:', and two bullet points: 'Compress Your Files' and 'Cloud Services'. Below this is a reference to 'Required Application Information, Documents, & Fees Handout' and 'Frequently Asked Questions (FAQs)'. A note states 'The file upload limit is 50 MB'. At the bottom right, there is an 'Add files' button with a plus icon, circled in red. At the bottom left, there are 'Previous' and 'Next' buttons.



Click on **"Choose Files"** to select files from your computer to upload. You may bulk select files within a single location or choose one file at a time to upload. Once the files have been selected, click on **"Add Files."**

A screenshot of the 'Uploaded Document(s)' page in a web application. The page has a navigation bar with tabs: 'Project Location and Information', 'Owner Information', 'Private or Public - Utility, Pipeline, Road & Cable Crossing', 'Upload Document(s)', and 'Review and Submit'. The 'Upload Document(s)' tab is active. The main content area shows instructions for file uploads, including a 50 MB limit and options to compress files or use cloud services. Below the instructions, there is a list of uploaded files. One file, 'Document.png (9 KB)', is listed with a timestamp of 'less than a minute ago' and a status icon. At the bottom of the page, there are 'Previous' and 'Next' buttons, with the 'Next' button circled in red.

Review the files uploaded, then select **"Next"** at the bottom of the page to proceed to Step 14.

#### STEP 14

Review the information you provided for the application. If any information is incorrect, click on the **"Previous"** button at the bottom of the page to go back and correct any errors. If everything is correct, click **"Submit"** at the bottom of the page. PLEASE NOTE: Changes cannot be made to an application once submitted.

An email will be sent to the applicant upon submission with further information regarding payment of fees to the DISTRICT.

## Project Information

Project Development Name \*

Project Development Type \*

Other Development Type

Is the Proposed Development a Standalone Project or a Master Development with Multiple Projects?

I understand that the proposed development will li  
☒ No ☐ Yes

Project/ Development Description Summary \*

Project Address \*

Project City \*

Project State \*

Project Zip \*

Additional Comments (if necessary):

## Revision to a Previously Approved Permit

Is this a revision to a previously approved permit \*  
☒ No ☐ Yes

Previously Approved District Permit Number

Proposed Construction Scope Change(s)

## Private or Public Utility, Pipeline, Road & Cable Crossing

Crossing Type

Utility Type

Material Carried

Culvert Size/ Diameter (in)

Number Of Culverts

Crossing Width On Street (ft)

I undersnad that underground crossings across DISTRICT easements must be constructed by techless construction \*  
☒ No ☐ Yes

## Additional Email Notifications

Additional Notification Email 1

Additional Notification Email 2

## Applicant Relationship

Applicant Relationship to the Project \*  
Owner

## Applicant Information

Applicant Name

Applicant Address

Applicant City

Applicant State

Applicant Zip

Applicant Phone Number

Applicant Email

## Owner Information

Owner Firm Name

Owner Name

Owner Address

Owner State

Owner Zip

Owner Phone Number

Owner Email

Verify Owner Email

Previous

Submit





## HOW TO EDIT AN INCOMPLETE APPLICATION

If an Applicant begins an application then closes it, navigates away from the page, etc. without completing all the steps in the section above, it will show up under the **"My Applications"** page on the Portal. These incomplete applications can be edited/completed then submitted by following the steps below.

### STEP 1

Locate the incomplete application by clicking on the **"My Applications"** tab at the top of the page, then selecting it from the list of applications. PLEASE NOTE: The status of an incomplete application will say **"App. Pkg. Not Complete"** in the **"Applicant Status"** column.

Application ID	Project Name	Project Address	Submittal Type	Created On	Last Submittal Date	Applicant Status	Balance/Total Owed	Total Fees Received
00555	TEST	TEST	Private or Public Utility, Pipeline, Road & Cable Crossing	8/26/2025		App. Pkg. Not Complete		

### STEP 2

Click on the yellow drop-down list next to the application you wish to complete and submit and select **"Edit Application."**

Application ID	Project Name	Project Address	Submittal Type	Created On	Last Submittal Date	Applicant Status	Balance/Total Owed	Total Fees Received
00555	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

### STEP 3

In the window that opens, fill in the rest of the information needed in each section. To submit your application, scroll to the bottom of the window and click on the yellow **"Submit."** PLEASE NOTE: Once submitted, the option to edit the application will no longer be available and the status of the application will change to **"App. Pkg. Pending Pre-Screening."**

## Edit Application

### Project Information

District  
MCDD

Project Development Name \*

Project Development Type \*

Other Development Type

Is the Proposed Development a Standalone Project or a Master Development with Multiple Projects?

I understand that the proposed development will li

Project/ Development Description Summary \*

Project Address \*

### Additional Email Notifications

Additional Notification Email 1

Additional Notification Email 2

### Applicant Relationship

Applicant Relationship to the Project \*

### Applicant Information

Applicant Name

Applicant Address

Applicant City



## HOW TO WITHDRAW AN APPLICATION

If an Applicant needs to withdraw an incomplete application, or an application already submitted, please follow the below steps. **PLEASE NOTE:** If you withdraw an application, it is removed from your list. There is no way to retrieve it. If you want your application to remain active and work towards receiving a permit, DO NOT withdraw your permit.

### STEP 1

Locate the application you wish to withdraw by clicking on the "My Applications" tab at the top of the page. Then, click on the yellow drop-down next to the correct application in your list and choose "Withdraw."

### Application ID

### Applicant Status

Filter

Application ID	Project Name	Project Address	Submittal Type	Created On	Last Submittal Date	Applicant Status	Balance/Total Owed	Total Fees Received
00555	TEST	TEST	Private or Public Utility, Pipeline, Road & Cable Crossing	8/26/2025		App. Pkg. Not Complete		

### STEP 2

A window will open to confirm if you wish to withdraw your application. If you would like to proceed with withdrawing your application, click the yellow "Withdraw" button. Once you click on "Withdraw," a banner at the top of the page will tell you the application has been withdrawn and you will no longer see the application in your list.

### Withdraw Application

Are you sure you want to withdraw your application?

Withdraw Cancel

