Matagorda County Drainage District #1

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

Last Revised on 10/01/2025

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.

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.
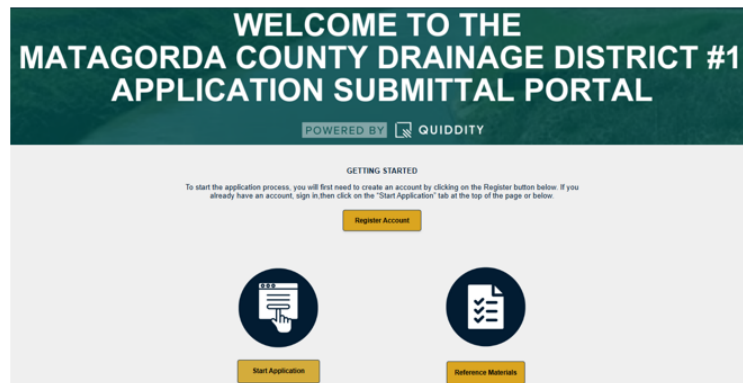
STEP 2

Please access the Portal via the DISTRICT's website (https://https://mcdd1.org) under the *Permit Application & Engineering Documents* page.
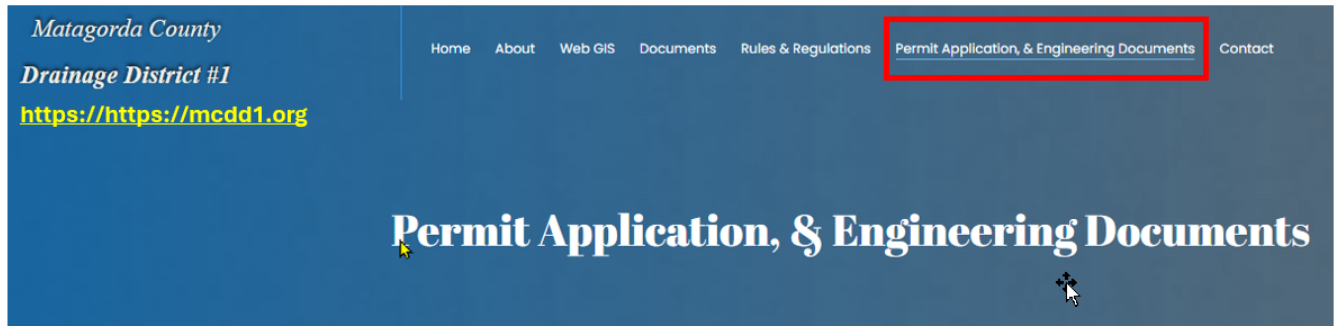
STEP 3

Sign in to your account from the Portal home page.

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

➟ 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).

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.

STEP 6

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

STEP 7

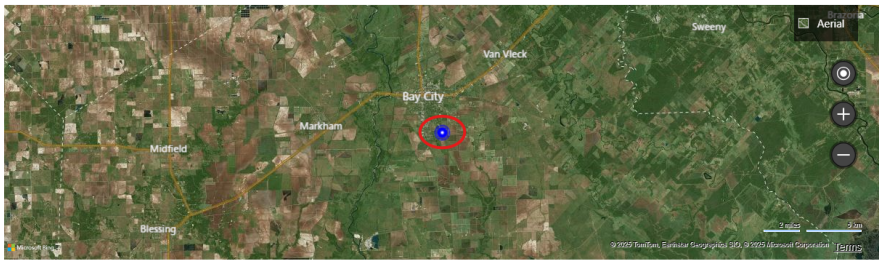Fill in the **"Project Information"** for your project.

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

☐ **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 oblige 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 Location and 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

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.

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.

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.

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."**

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 Streeft (ft)
—

I undertsnad 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. <u>PLEASE NOTE:</u> The status of an incomplete application will say **"App. Pkg. Not Complete"** in the **"Applicant Status"** column.

STEP 2

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

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."** <u>PLEASE NOTE:</u> 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."**

HOW TO WITHDRAW AN APPLICATION

If an Applicant needs to withdraw an incomplete application, or an application already submitted, please follow the below steps. <u>PLEASE NOTE:</u> 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."**

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.