Matagorda County Drainage District No. 1

How to Manage Your Application(s)

Last Revised on 10/01/25

OVERVIEW & PURPOSE

This guide shows an Applicant the step-by-step process for how to manage a submitted application in the Matagorda County Drainage District #1 (DISTRICT) Application Submittal Portal (Portal). All communication with the DISTRICT regarding submitted applications must take place within the application's **Communication Log** only.
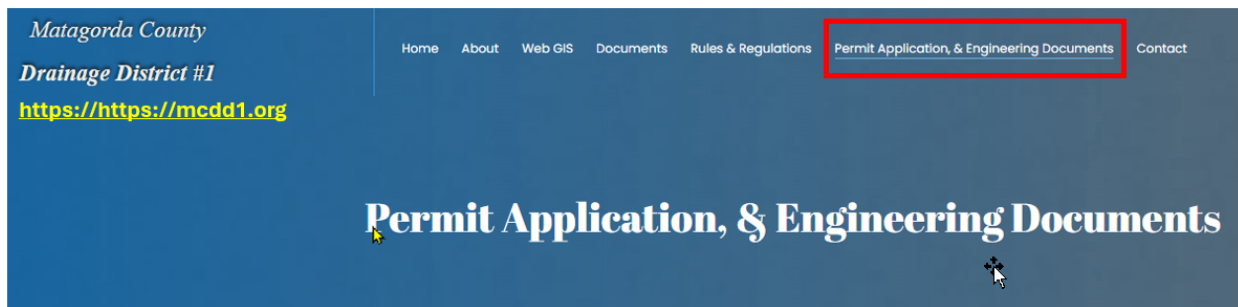
HOW TO MANAGE A SUBMITTED APPLICATION

STEP 1

You will need a registered account to submit and manage 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.
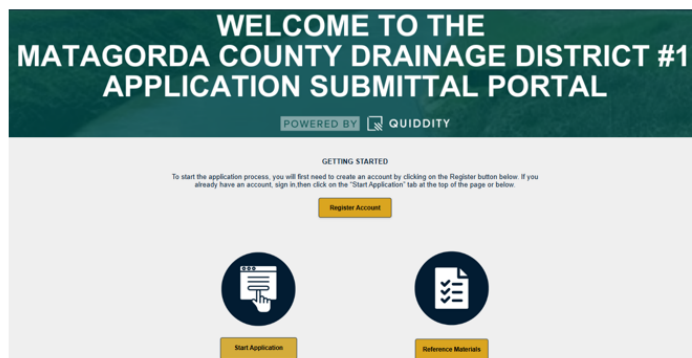
STEP 2

In your web browser, open the Portal via the DISTRICT's website (https://https://mcdd1.org) under the *Permit Application & Engineering Documents* page.
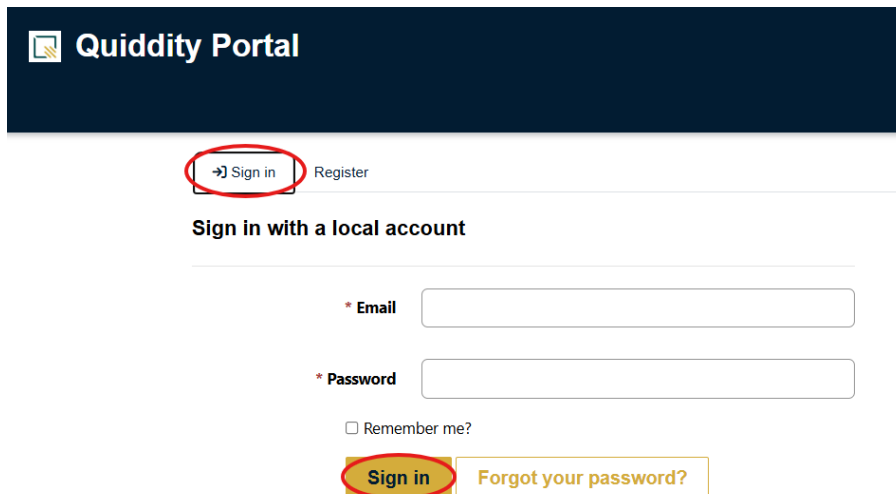
Sign in to your account under the **"Sign in"** tab.

Quiddity Portal

→) Sign in | Register

Sign in with a local account

* Email [   ]

* Password [   ]

☐ Remember me?

Sign in | **Forgot your password?**

STEP 3

Once signed in, you will be automatically redirected to the **"Start Application"** page. From there, click on the **"My Applications"** tab at the top of the screen to locate and manage a previously submitted application.

Quiddity Portal

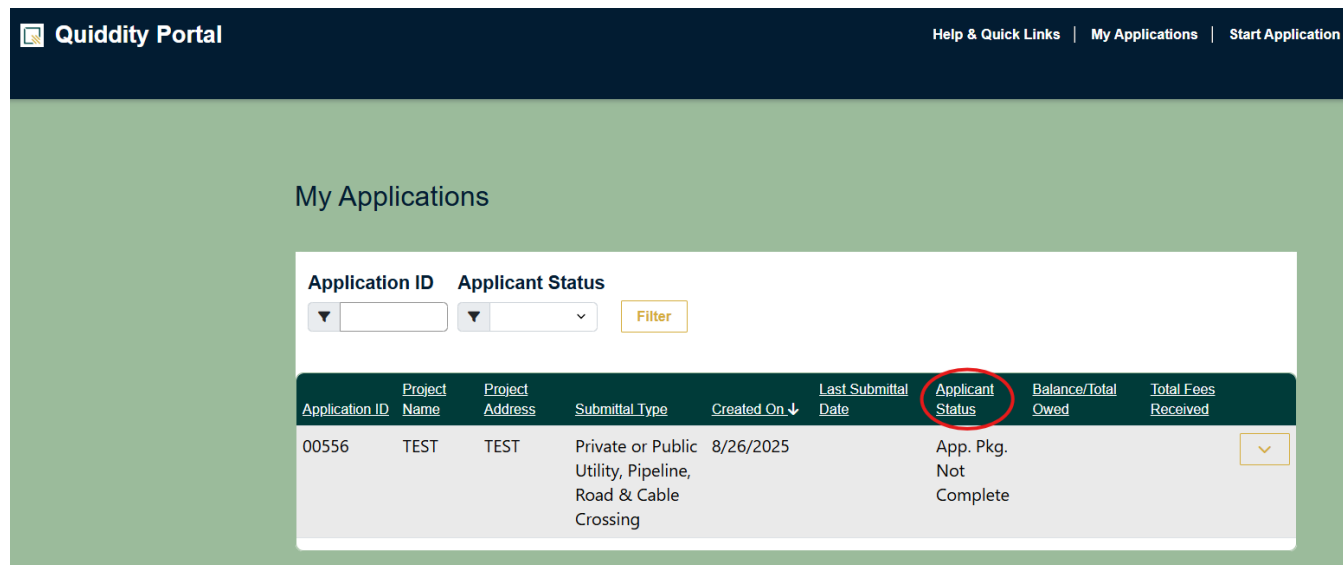Help & Quick Links | **My Applications** | **Start Application**

STEP 4

From the **"My Applications"** page, you can do the following:

1. Check the status of a submitted application – **Step 4.1**
2. View the details and uploaded documents submitted for the application – **Step 4.2**
3. Communicate with DISTRICT Permit Team through the **Communication Log** – **Step 4.3**
4. Withdraw a submitted application – **Step 4.4**

To check the status of an application you submitted within the **"My Applications"** page, locate the application in the list and then look at the **"Applicant Status"** column in the table. In addition to reviewing the status here, applicants will be notified each time the status of their application changes via an email.

Possible Application Statuses:

- Pre-Development Meeting Scheduled
- Pre-Development Meeting Complete
- Application Package Not Complete
- Application Package Pending Pre-Screening
- Application Package Needs Correction(s)
- Application Pending Payment & Package to MCDD
- Submittal Pending Review
- Submittal Under Review
- Submittal Needs Correction(s)
- Final Review
- Approved
- Approved with Conditions
- Approved – Ready for Construction
- In Construction
- Construction Complete
- Canceled
- Denied

PLEASE NOTE: If you have questions/concerns regarding the status of your application, please contact the DISTRICT Permit Team through the application's **Communication Log** (See Step 4.3).

To view the details you provided for a submitted application, navigate to the **"My Applications"** page and locate the correct application. Click on the yellow drop-down, then click on **"View Details."**

To view the documents you submitted for the application, click on the yellow drop-down, then click on **"View Uploaded Docs."**

PLEASE NOTE: The application's information and documents cannot be changed once submitted. If you find any errors in the information or documents submitted, please contact the DISTRICT Permit Team through the application's **Communication Log** (See Step 4.3).

STEP 4.3

To communicate with the DISTRICT Permit Team regarding a submitted permit or to review comments made by the DISTRICT Permit Team, navigate to the **"My Applications"** page, and locate the correct application. Click on the yellow drop-down, then select **"Communication Log/Upload Documents."**

In the window that opens, you will be able to see any comments/questions from the DISTRICT Permit Team, as well as send a message or additional information yourself. To submit a question/comment or upload an additional file, click on the **"+ Add Comment/Upload File"** button. Type your question/comment in the box, choose a file (if needed), then click the yellow submit button.
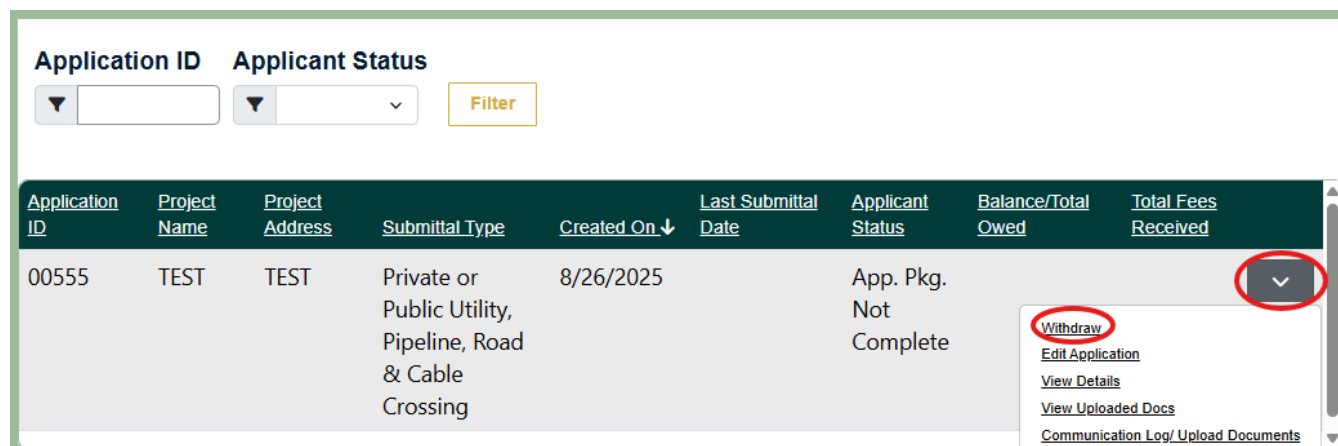

Applicants will receive an email when a member of the DISTRICT Permit Team updates/adds a comment to the **Communication Log**. Each application has its own **Communication Log**. Please ensure you select the correct application from your list before accessing the **Communication Log** to respond.

PLEASE NOTE: The **Communication Log** will be the only place to ask questions, make/provide corrections, or make comments regarding your submitted applications. DO NOT SEND SEPARATE EMAILS TO THE DISTRICT PERMIT TEAM.

If an Applicant needs to withdraw an application that has already been submitted, please follow the steps below. <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.
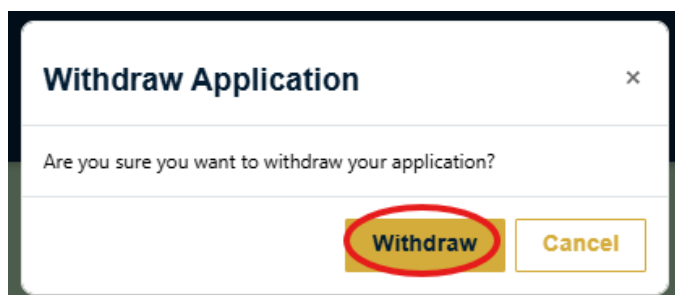

Locate the application you wish to withdraw by clicking on the **"My Applications"** tab at the top of the page. Then, click on the yellow drop-down next to the correct application in your list and choose **"Withdraw."**

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 "Withdraw," a banner at the top of the page will notify you that the application has been withdrawn, and it will no longer appear in your list.