



# **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.

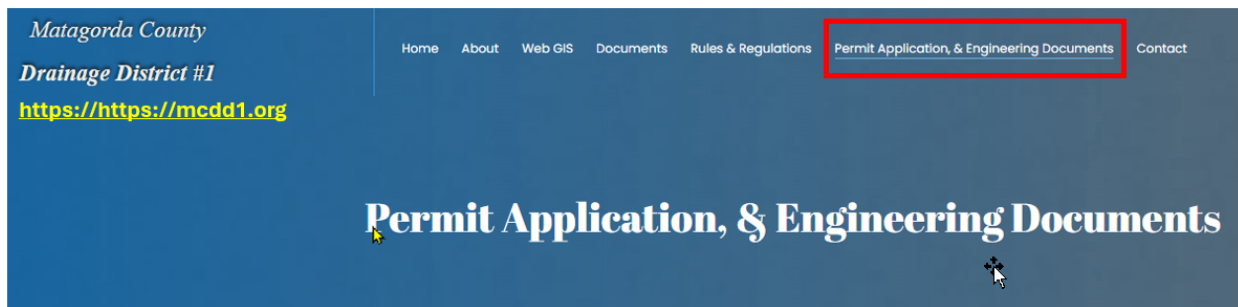
## HOW TO MANAGE A SUBMITTED APPLICATION

### 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

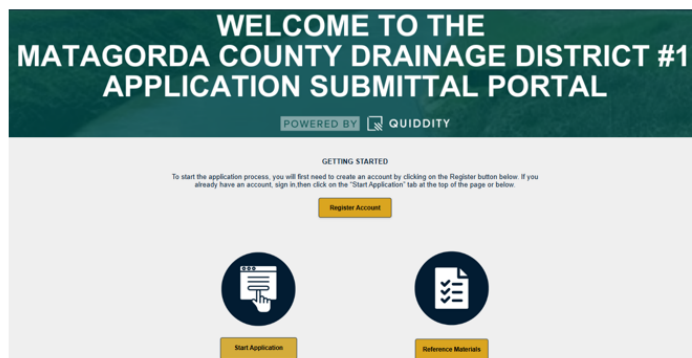
In your web browser, open the Portal via the DISTRICT's website ( <https://mcdd1.org> ) under the *Permit Application & Engineering Documents* page.



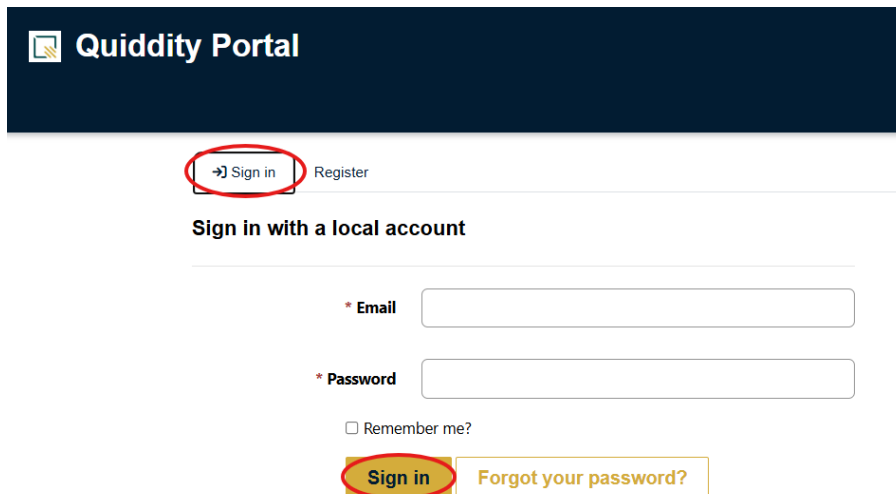
#### 1. PERMIT APPLICATION

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.



Sign in to your account under the "Sign in" tab.



The image shows the Quiddity Portal sign-in page. At the top is a dark blue header with the Quiddity Portal logo. Below the header, there are two buttons: "Sign in" (highlighted with a red circle) and "Register". Underneath these buttons is the heading "Sign in with a local account". Below this heading are two input fields: "\* Email" and "\* Password". Below the password field is a checkbox labeled "Remember me?". At the bottom, there are two buttons: "Sign in" (highlighted with a red circle) and "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.



The image shows the Quiddity Portal navigation bar. It is a dark blue bar with the Quiddity Portal logo on the left. On the right, there are three links: "Help & Quick Links", "My Applications" (highlighted with a red circle), and "Start Application".

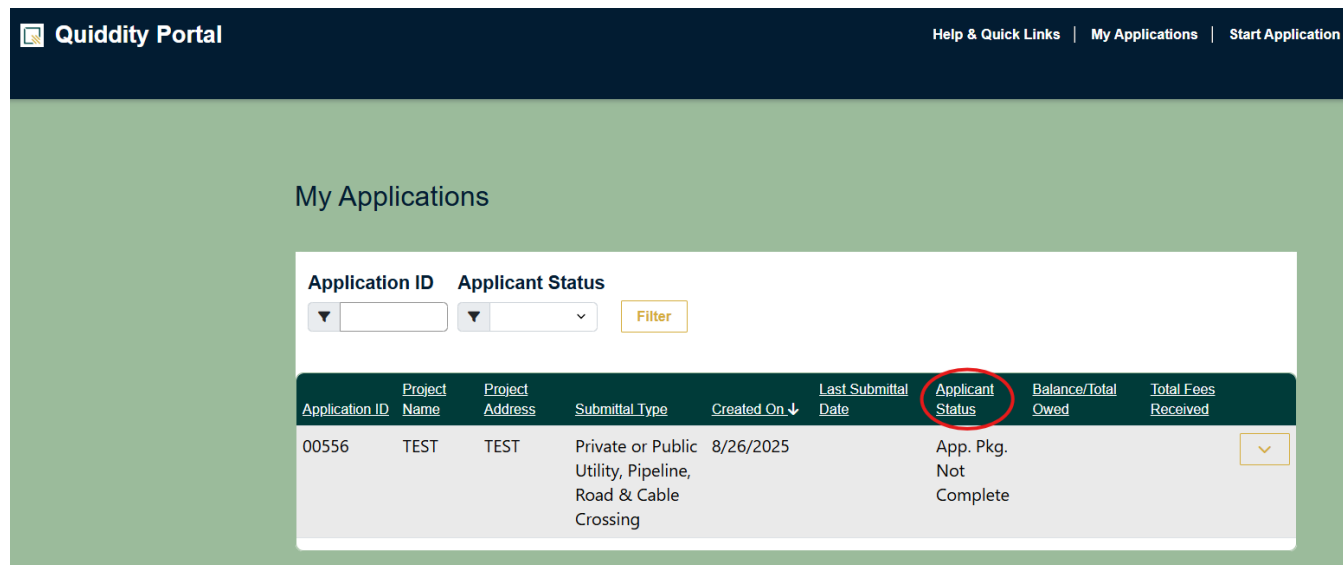
### STEP 4

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**

## STEP 4.1

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.



Quiddity Portal

Help & Quick Links | My Applications | Start Application

### My Applications

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
00556	TEST	TEST	Private or Public Utility, Pipeline, Road & Cable Crossing	8/26/2025		App. Pkg. Not Complete		

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).



## STEP 4.2

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."**

### My Applications

Application ID    Applicant Status

▼    ▼    [Filter](#)

<a href="#">Application ID ↑</a>	<a href="#">Project Name</a>	<a href="#">Project Address</a>	<a href="#">Submittal Type</a>	<a href="#">Created On</a>	<a href="#">Last Submittal Date</a>	<a href="#">Applicant Status</a>	<a href="#">Balance/Total Owed</a>	<a href="#">Total Fees Received</a>
00556	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](#)

**View details**

**Project Information**

District  
MCDD

Project Development Name \*  
TEST

Project Development Type \*  
Residential/Single Lot

Other Development Type  
—

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

I understand that the proposed development will be:  
No Yes

Project/ Development Description Summary \*  
TEST

Project Address \*  
TEST

Project City \*  
—

**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  
—

**View details**

**Uploaded Document(s)**

View Uploaded Document(s)

—

[Add Files](#) [New folder](#)

**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."**



## My Applications

**Application ID** **Applicant Status**

Application ID ↑	Project Name	Project Address	Submittal Type	Created On	Last Submittal Date	Applicant Status	Balance/Total Owed	Total Fees Received
00556	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](#)

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.

**1 View details**

Communication Log

Note Text

+ Add Comment/ Upload File(s)

There are no activities to display.

**2**

**Add a Comment**

**1** Comment Hello, I have a question regarding my permit.

**2** Attach a file Choose File No file chosen

**3** Submit Cancel

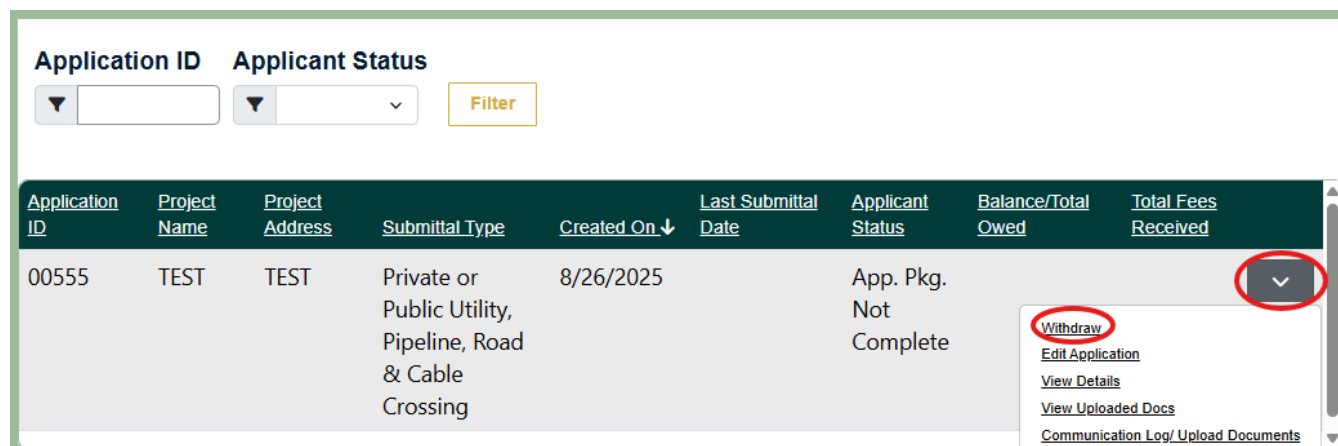
Applicants will receive an email when a member of the DISTRICT Permit Team updates/adds a comment to the **Communication Log**. Each application has its own **Communication Log**. Please ensure you select the correct application from your list before accessing the **Communication Log** to respond.

**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.**



#### STEP 4.4

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

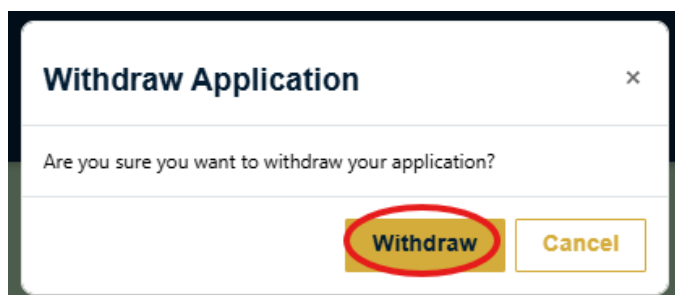


The screenshot shows a web interface for managing applications. At the top, there are search filters for 'Application ID' and 'Applicant Status', each with a dropdown arrow and a 'Filter' button. Below this is a table with the following columns: Application ID, Project Name, Project Address, Submittal Type, Created On, Last Submittal Date, Applicant Status, Balance/Total Owed, and Total Fees Received. A single application is listed with ID 00555, Project Name TEST, Project Address TEST, Submittal Type 'Private or Public Utility, Pipeline, Road & Cable Crossing', Created On 8/26/2025, and Applicant Status 'App. Pkg. Not Complete'. To the right of this row is a dropdown menu. The 'Withdraw' option is highlighted with a red circle. Other options in the menu include 'Edit Application', 'View Details', 'View Uploaded Docs', and 'Communication Log/ Upload Documents'.

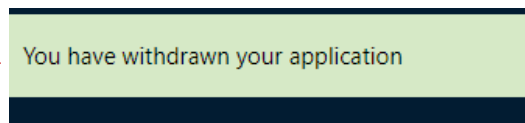
Application ID	Project Name	Project Address	Submittal Type	Created On	Last Submittal Date	Applicant Status	Balance/Total Owed	Total Fees Received
00555	TEST	TEST	Private or Public Utility, Pipeline, Road & Cable Crossing	8/26/2025		App. Pkg. Not Complete		

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.



The screenshot shows a modal dialog box titled 'Withdraw Application' with a close button (X) in the top right corner. The text inside the dialog asks, 'Are you sure you want to withdraw your application?'. At the bottom of the dialog, there are two buttons: 'Withdraw' (highlighted with a red circle) and 'Cancel'.



The screenshot shows a green banner with the text 'You have withdrawn your application'.