

Web-Based Application Submittal Portal - Public Training Session



QUIDDITY

Modernizing the Application Intake &
District's Workflow

September 29th, 2025

Agenda



1. Portal Benefits
2. Getting Started
3. Application Walk-Through
4. Final Remarks



Introductions



Portal Benefits

Portal Benefits for the Applicant & MCDD #1



Increased Efficiency

- Faster application process
- Quicker permit issuance

Accessibility

- Submit & Edit
- Access from anywhere, 24/7

Improved Tracking & Transparency

- Real-time status updates
- Clearer process visibility

Standardization & Consistency

- Uniform application handling
- Reduced error rates

Enhanced Communication

- Automated updates
- Communication Log/ Chat

Data Management & Analysis

- Enhanced data insights
- IDs process improvements

Permit Application, & Engineering Documents

Accessing the Portal

<https://mcdd1.org/>

An MCDD #1 permit is required when:

1. The proposed development is located within MCDD #1 boundaries.
2. Any of the proposed development outfalls to an MCDD #1 easement.
3. The proposed improvement takes place on a tract of land **GREATER** than **ONE** acre.
4. The proposed improvement (fill/excavation) will modify the natural or existing flow of water.
5. The proposed fill material will be placed within less than ten (10) feet of the property lines.

1. PERMIT APPLICATION – IMPORTANT NOTICE

Changes to our Permit Application Submission Process

The District is transitioning from paper and email permit applications to a secure web-based portal (Portal).

- **New Applications:** Beginning **October 1, 2025**, all new applications must be submitted through the Portal. Paper and email submissions will no longer be accepted after this date. Until then, please continue using the current process as follows:
 - a) Submit the Permit Application and supporting documents in PDF format to mcdd1permitting@quiddity.com
 - b) Submit a check payable to “**Matagorda County Drainage District #1**” for the respective fee(s) and a hard copy of the application and supporting documents to the MCDD #1 office located at [2604 Nichols Ave., Bay City, TX 77414](#).

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](#)



[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.



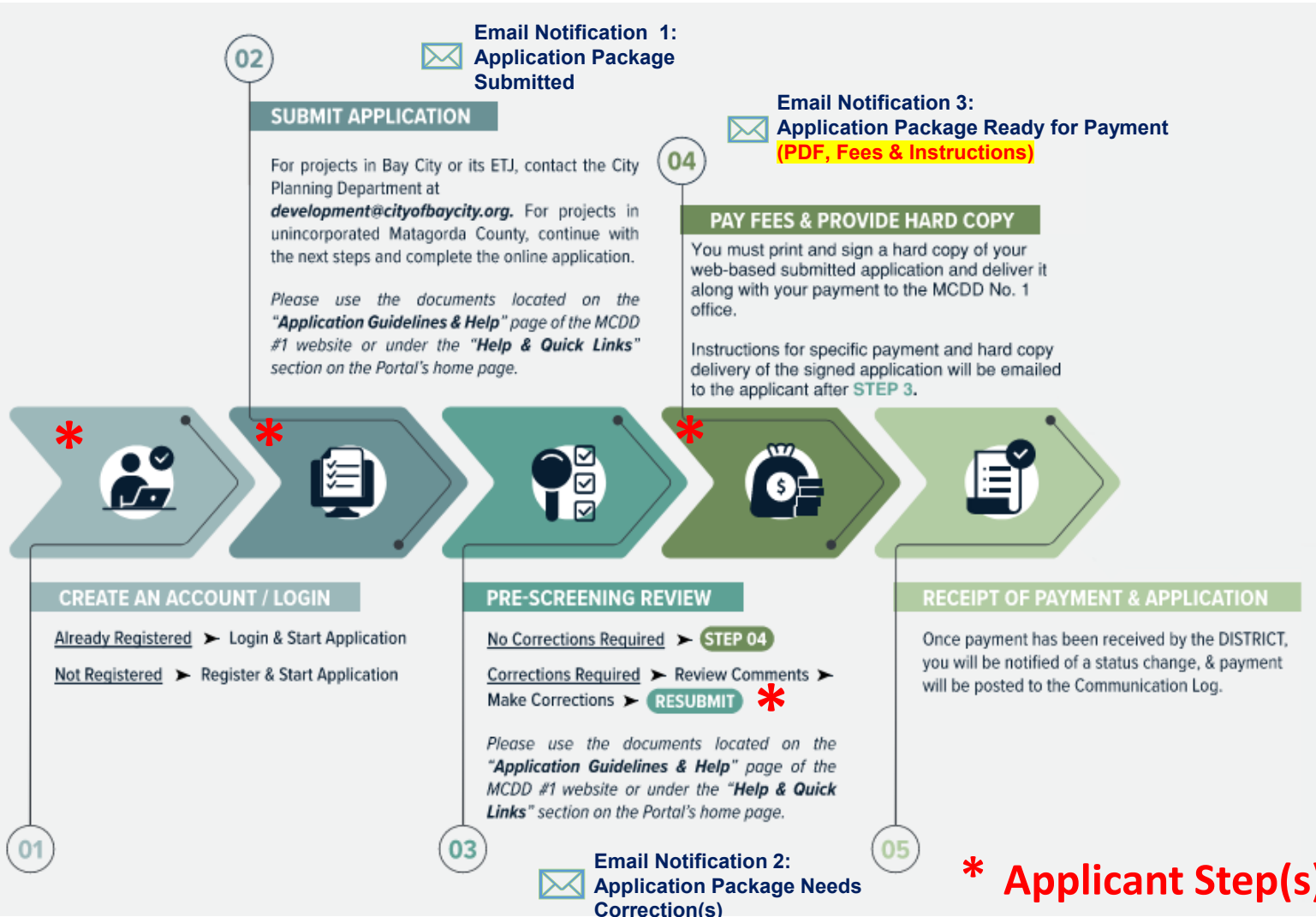
[Reference Materials](#)

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](#)

Getting Started

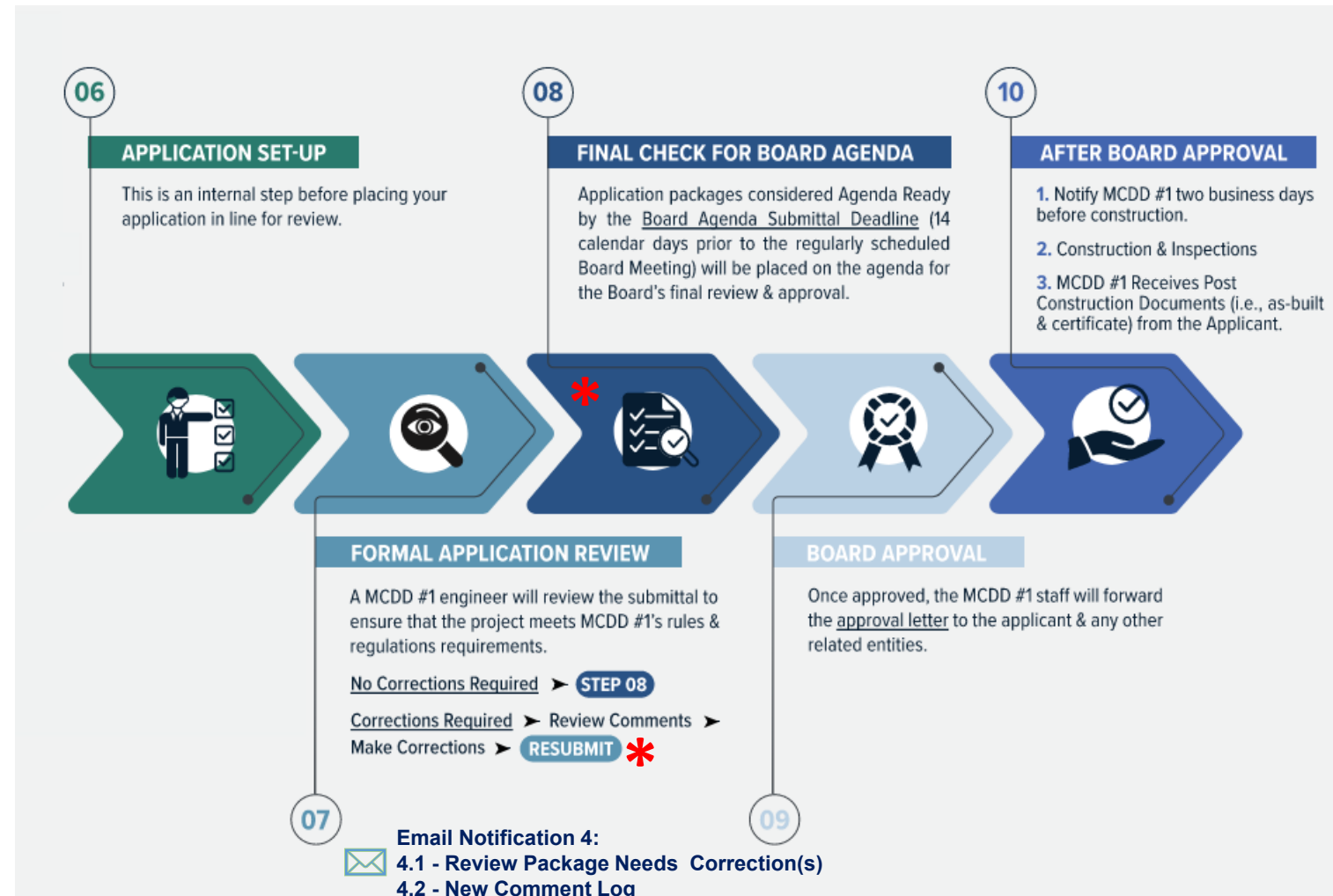
Portal Application, Submittal, & Review Process Flow Chart



Portal Application, Submittal, & Review Process Flow Chart



* **Applicant Step(s)**



Others:

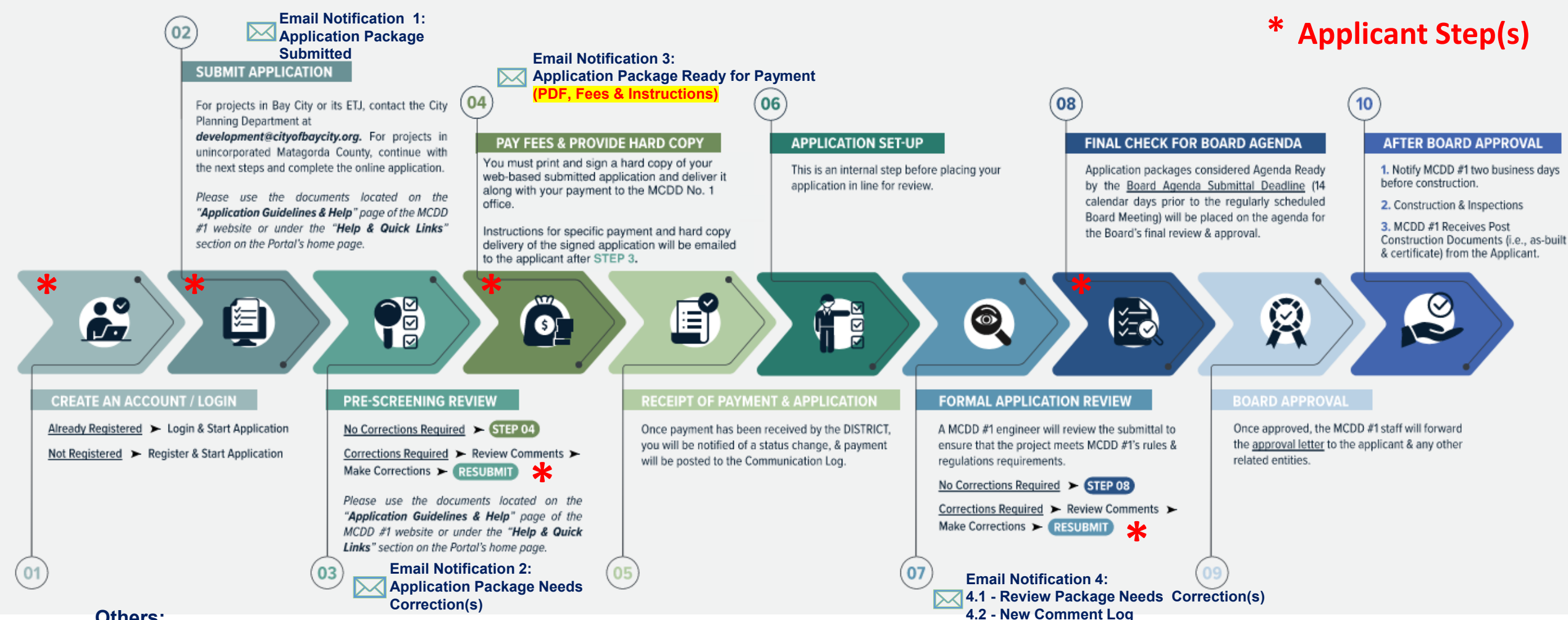


- Notification 5 - Status Change
- Notification 6 - Communication Log

Portal Application, Submittal, & Review Process Flow Chart



*** Applicant Step(s)**



Others:



- Notification 5 - Status Change
- Notification 6 - Communication Log

Application Status Types:



APPLICANT STATUS Long Version	APPLICATION STATUS Short Version (Used)	Auto Email
Pre-Development Meeting Scheduled	Pre-Dev. Mtg. Scheduled	N/A
Pre-Development Meeting Complete	Pre-Dev. Mtg. Complete	N/A
App. Package Not Complete	App. Pkg. Not Complete	N/A
Application Package Pending Pre-Screening	App. Pkg. Pending Pre-Screening	#1 – App. Under Pre-Screening
Application Package Needs Correction(s)	App. Pkg. Needs Correction(s)	#2 – App. Package Needs Correction(s)
Application Pending Payment & Package to BKDD	App. Pending Payment & Package to MCDD No. 1	#3 – Pending Payment & Package to MCDD No. 1
Submittal Needs Correction(s)	Sub. Needs Correction(s)	#4 – Review Package Needs Correction(s)
Canceled Denied Submittal Pending Review Submittal Under Review Submittal Under Final Review No Objection Approved - w/Conditions Approved - Ready for Construction In Construction Construction Complete	Canceled Denied Sub. Pending Rvw. Sub. Under Rvw. Final Review No Objection Approved - w/Conditions Approved - Ready for Const. In Const. Const. Complete	#5 – App. Status Updated

1. HOW TO REGISTER & SIGN IN

1. How to Register & Sign In



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

Sign in **Register**

Register for a new local account

* Email

* Password

* Confirm password

Generate a new image
Play the audio code
Enter the code from the image

Register

Profile



Profile name



Security

[Change password](#)

Your information

Applicant Information

First Name *

Last Name *

E-mail *

gregueiro@quiddity.com

Business Phone *

Provide a telephone number

Title

Address 1: Street 1 *

City *

Address 1: Street 2

Zip *

State *

Texas

Applicant Firm Information

Firm Name *

Firm State


Firm Registration Number

Firm Zip

2. HOW TO BEGIN/ CREATE A NEW APPLICATION


2. How to Begin/ Create a New Application



 **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**

→ Sign in

 Register

Sign in with a local account

* Email

* Password

☐ Remember me?

Sign in

Forgot your password?

2. How to Begin/ Create a New Application

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.

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

[Start Application](#)

2. How to Begin/ Create a New Application



General Permit Request

Submittal Type Project Location and Information Owner Information Upload Document(s) Application Fee(s) Acknowledge Review and Submit

***If this is the INCORRECT Submittal Type. Please abandon this application and start a new application with the corrected Submittal Type.**

Submittal Type *

Select

Select

Private or Public Utility, Pipeline, Road & Cable Crossing

Drainage Connections WITHOUT Land Use Changes

Tract Development WITHOUT Platting

Drainage Impact Analysis (DIA) Report

Tract Development WITH Platting - Preliminary Plat and Drainage Plans

Tract Development WITH Platting - Final Plat

Tract Development WITH Platting - Final Drainage Plans

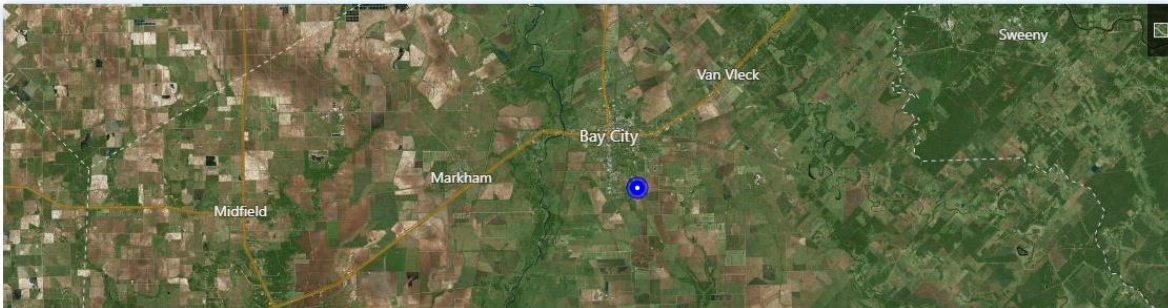
Pre-Development Meeting Request

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.



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 select "Within the City of Bay City or ETJ": DO NOT CONTINUE THIS APPLICATION - Please contact the City of Bay City Planning Department at development@cityofbaycity.org.

☐ Unincorporated Matagorda County

If you select "Unincorporated Matagorda County": 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)

2. How to Begin/ Create a New Application



Additional Email Notification(s)

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 1

Notification Email 2

2. How to Begin/ Create a New Application



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](#).

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 *

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2. How to Begin/ Create a New Application



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. *

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 *

Applicant Zip *

Applicant Phone Number

Applicant Email *

Previous

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Project Owner Information

Owner Firm Name

Owner Name *

Owner Address *

Owner Address 2

Owner City *

Owner State *

Owner Zip *

Owner Phone Number *

(Numeric Values Only. E.g. xxxxxxxxxx)

Owner Email *

Verify Owner Email *

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2. How to Begin/ Create a New Application



Private or Public Utility, Pipeline, Road & Cable Crossing

Crossing Type

Select



Utility Type

Material Carried

Culvert Material

Culvert Size/ Diameter (in)

Number Of Culverts

Crossing Width On Street (ft)

I understand that underground crossings across DISTRICT easements must be constructed by trenchless construction *

☒ No ☐ Yes

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2. How to Begin/ Create a New Application



Submittal Type ✓

Project Location and Information ✓

Owner Information ✓

Private or Public - Utility, Pipeline, Road & Cable Crossing ✓

Upload Document(s)

Application Fee(s)

Acknowledgement

Review and Submit

Uploaded Document(s)

If your file is larger than 50 MB, please consider the following alternatives:

- Compress Your Files:** Use file compression software to reduce the size of your documents without losing quality. Tools like Zip or WinRAR can often significantly reduce file sizes.
- Cloud Services:** Upload your file to a cloud service and provide a shareable link in the Communication Log once the application is submitted. Please ensure permissions and expiration date are set correctly so the Review Team can access the file.

Refer to the [Required Application Information, Documents, & Fees Handout](#) for a list of applicable files to upload and our [Frequently Asked Questions \(FAQs\)](#) for additional information.

The file upload limit is 50 MB

+ Add files

Applicant Provided File Description

Previous

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Please refer to check list
to upload all the
necessary
“Documents Required”

Add files

Choose files

Choose Files

 No file chosen

Add files

Cancel



Add files

Choose files

Choose Files

 Document.png

Add files

Cancel

Uploaded Document(s)

The file upload limit is 50 MB

+ Add files

Document1 1.pdf (11 KB)

about a minute ago



Document1 2.pdf (11 KB)

about a minute ago



Document1 3.pdf (11 KB)

about a minute ago



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Next

2. How to Begin/ Create a New Application



Submittal Type ✓	Project Location and Information ✓	Owner Information ✓	Private or Public - Utility, Pipeline, Road & Cable Crossing ✓	Upload Document(s) ✓	Application Fee(s)	Acknowledge	Review and Submit
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Application Fee(s)

Application Fee(s):

Private Entity – Application Fee = \$3,000.00
Public Agency – Application Fee = \$1,500.00

Please note that a second fee equal to the original fee will be charged when the owner/applicant makes significant changes to the initial submittal package (i.e., modifications to the tract acreage, proposed drainage improvements, etc.). Please see the document titled, "Permit Types and Fees" on the District's website for additional information.

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Acknowledge

I understand that:

1. An incomplete submittal package will delay the review and approval of the permit.
2. Changes cannot be made to an application once it is submitted. If errors are found or you have any questions, don't hesitate to contact us through the submittal portal (please do not send separate emails, all communications must take place via the portal).
3. If the District has requested additional documentation or changes to a Permit Application and the District fails to receive all the requested additional documentation or changes after one hundred twenty (120) calendar days, the permit application will be considered withdrawn. Any extension of the deadline shall be considered on a case-by-case basis.
4. A confirmation email with further instructions and estimated fee(s) to be paid will be sent upon successful submission.

Applicant Signature *

☐ By checking this box, you are agreeing to our terms *

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2. How to Begin/ Create a New Application



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):

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

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

Owner Information

Owner Firm Name

Owner Name

Owner Address

Owner State

Owner Zip

Owner Phone Number

Owner Email

Verify Owner Email

Previous

Submit

2. How to Check Application Status



Quiddity Portal Help & Quick Links **My Applications** Start Application

My Applications

Application ID **Applicant Status**

Filter

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

2.1. How to EDIT an Application



Application ID

▼

Applicant Status

▼

Filter

<u>Application ID</u>	<u>Project Name</u>	<u>Project Address</u>	<u>Submittal Type</u>	<u>Created On</u> ↓	<u>Last Submittal Date</u>	<u>Applicant Status</u>	<u>Balance/Total Owed</u>	<u>Total Fees Received</u>
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](#)

2.1. How to EDIT an Application



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

☒ No ☐ Yes

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



Submit

2.2. How to WITHDRAW an Application



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		

▼

Withdraw

Edit Application

View Details

View Uploaded Docs

Communication Log/ Upload Documents

Withdraw Application

×

Are you sure you want to withdraw your application?

Withdraw

Cancel



You have withdrawn your application

3. HOW TO MANAGE YOUR APPLICATION

3. How to Manage Your 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		

Dropdown menu for Application ID 00556:

- [Withdraw](#)
- [Edit Application](#)
- [View Details](#)
- [View Uploaded Docs](#)
- [Communication Log/ Upload Documents](#)

View details

Communication Log

Note Text

+ Add Comment/ Upload File(s)

There are no activities to display.



Add a Comment

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

2 **Attach a file** No file chosen

3

Final Remarks

FINAL REMARKS



Recap of Key Points:

- User Manuals and Guides
- User Feedback: Collecting feedback for future improvements
- **FAQs**

Next Steps:

- When users can start using the portal:
No later than 10/1/25
- Where to get help:
mcdd1permitting@quiddity.com

2. APPLICATION GUIDELINES, & HELP

Guidelines:

Permitting Process Flyer/ Brochure

Required Application Information Documents

[Permit Types and Fees \(effective 7/23/24\)](#)

Application (Start to Finish) Process Flow Chart

Application Submittal & Process Guidebook

Help:

How to Register & Sign In

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

How to Manage Your Application

Frequently Asked Questions

Video – Presentation for the Portal Application Submittal

Q&A



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