



# **Brookshire-Katy Drainage District**

## ***Application Submittal & Process Guidebook***

Last Revised on 12/12/24





## INTRODUCTION:

In order to control flooding and detain excess runoff within the Brookshire-Katy Drainage District (DISTRICT), drainage plans and plats (if applicable) must be submitted, accepted, reviewed, have an approval letter issued by the DISTRICT, and a permit issued by any other governing entity with jurisdiction **prior to the commencement of construction**.

This guidebook details the steps (from the first review through post-approval) involved in submitting an application for the DISTRICT. This information will help Applicants with little or no experience with the DISTRICT's application process. Experienced professionals will also find this information valuable while setting schedules and expectations.

All applications and submittals must take place through our secure **Application Submittal Portal (Portal)**. This Portal is designed to make the submission process easier and more efficient for Applicants. By utilizing this centralized platform, you can ensure that your application is received, reviewed, and processed in a timely manner.

Please access the Portal via the DISTRICT's website or by using this link: <https://bkddpermitting.quiddity.com>.

## AVAILABLE APPLICATION TYPES & RELEVANT INFORMATION AVAILABLE ON THE PORTAL:

### 1. Pre-Development Meeting Request

A meeting to have an informal discussion for the purpose of: obtaining general information about the permitting process; better understanding what may be required by the DISTRICT and other agencies with jurisdiction to set realistic schedules and expectations for your project; asking any questions that relate to overall drainage on and surrounding your Property; and/or identifying potential obstacles that may impact your Development.

### 2. Brookshire Area Building Authorities Sign-Off Form (City of Brookshire)

*[Online submission of this form is not available at this time.]* This is a City of Brookshire form that is brought to the DISTRICT for signature (usually by the Applicant) when a City of Brookshire Building Permit is needed. Please submit your Brookshire Area Building Authorities Sign-off Form (provided by the City of Brookshire) in person at the DISTRICT's office: 1111 Kenney Street, Brookshire, Texas 77423

### 3. Permit Exemption Request/District No Objection Letter

A Permit Exemption Request encompasses projects where the site's existing drainage and detention system for the Property are available to support the additional flow from the Development or where there are no proposed changes to the site's existing impervious cover, drainage, and detention facilities or outfall.

### 4. Utility, Pipeline, And Cable Crossing

This application type encompasses projects where the construction of utilities, pipelines, and cables, either publicly or privately owned, is planned to cross any drainage facility within a DISTRICT-held easement or fee strip.

### 5. Private or Public Road Crossing

This application type encompasses projects where the construction of roads, either publicly or privately owned, is planned to cross any drainage facility within a DISTRICT-held easement or fee strip.

### 6. Drainage Connection Without Land Use Changes

This application type encompasses all drainage connections to DISTRICT facilities from properties that are not changing existing land uses. If changes are being proposed, the Applicant must submit a permit under Tract Development **without** Platting (Permit Type #9) OR Tract Development **with** Platting (Permit Type #11).



## 7. Commercial Mining Permit

This application type encompasses all sites within the jurisdiction of the DISTRICT that conduct commercial mining (i.e., sand, fill, aggregate, and similar materials).

## 8. Drainage Study Analysis 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 including: Initial Master Plans, Additional Master Plans, and Amended/Revised Master Plans.

## 9. Tract Development Without Platting

This application type encompasses any tract development that **does not** involve platting.

## 10. Detention Facilities Maintenance Agreement (DFMA)

A DFMA is an agreement between the DISTRICT and the developing Property's Owner that ensures proper maintenance of all stormwater drainage and detention facilities in accordance with the DISTRICT's approved permit.

## 11. Tract Development With Platting

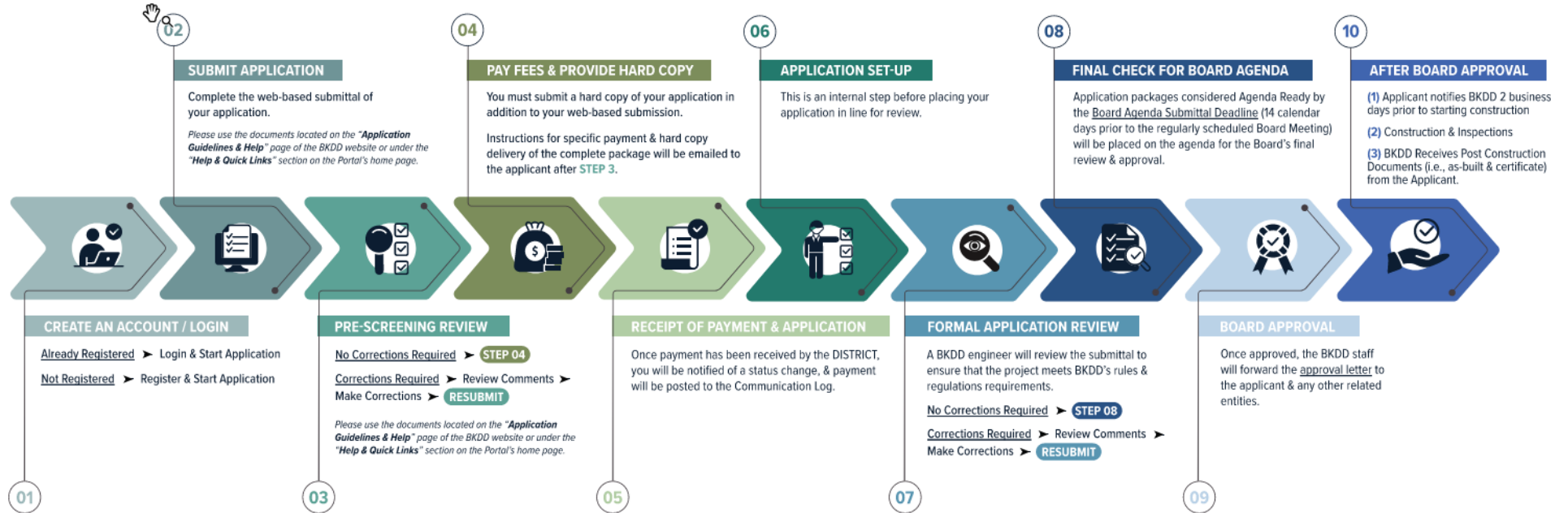
This application type encompasses any tract development that involves filing a plat, and it may include drainage improvements (i.e., Preliminary Plat/Preliminary Drainage Plans (11.A), Final Plat (11.B), or Final Drainage Plans (11.C)).

## 12. Revisions To A Permit After Board Approval

If an applicant significantly CHANGES (alters land use, increases impervious coverage, modifies drainage/detention, etc.) a plat, drainage plans, and/or drainage report after the Board approves a permit application or after a no objection letter has been issued, the review process shall start over with the submittal of a new permit application package and payment of associated fees following the DISTRICT's latest Rules & Regulations. The significance of these changes or revisions is dependent upon the character and extent of the changes made as solely determined by the DISTRICT.

## ELECTRONIC APPLICATION SUBMITTAL, REVIEW & APPROVAL PROCESS

The DISTRICT's process for **application submittal, review, and approval** includes the following 10 steps:



**KEY TO SUCCESS:** It is highly encouraged that all Applicants review the following documents before starting an application to better understand all items required. Most, if not all, answers can be found within documents located on the DISTRICT's website or the **"Help & Quick Links"** section on the Portal's home page.

- Required Application Information, Documents, & Fees – "What you need to have and know to complete your Application"
- Application Submittal & Process Guidebook
- DISTRICT Rules and Regulations

**PLEASE NOTE:** For all stages of the application review process, communication must take place via the application's **Communication Log**, which can be found on the **"My Applications"** page of the Portal. In addition to the **Communication Log**, Applicants will be auto-notified of permit status updates via the email address(es) provided during submission. **DO NOT USE EMAIL OR PHONE CALLS TO MAKE INQUIRIES ABOUT YOUR APPLICATION/SUBMITTAL.**

## STEP 1 – CREATE AN ACCOUNT & LOGIN

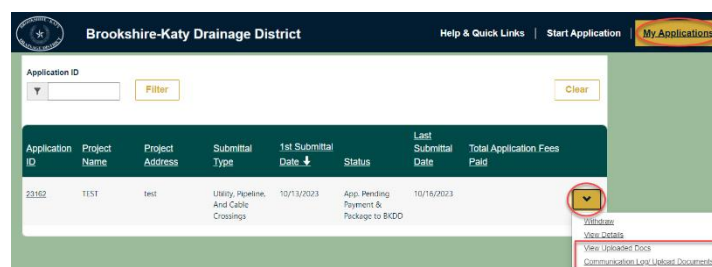
- ❑ To start the application process, you will first need to create an account by clicking on the **“Register”** button on the home page of the Portal.
  - Be sure to double-check the contact information for your account; once an application is started, you will not be able to change the information.
  - Applicants will receive an email notification confirming account creation.
- ❑ For step-by-step instructions to set-up an account, please reference the **“Help & Quick Links”** section of the Portal.
- ❑ Once you create an account/or already have an account, click on the **“Sign In”** tab in the upper left corner of the home page to login. Now, you are ready to submit an application (Step 2).

## STEP 2 – SUBMIT APPLICATION

- ❑ Complete and submit the appropriate application in the Portal by clicking on the **“Start Application”** tab at the top of the Portal Page.
  - To expedite the review and approval of your application package, please include all information deemed pertinent and beneficial to the general understanding of the proposed project/development (i.e.: (a) Previously approved permit, drainage report plans, plats, etc.; (b) Applicable permits from other agencies (i.e., TxDOT driveway and discharge permits), and/or (c) Drainage report and EPA SWMM/HEC-RAS models), (d) Digital files (.DWG), GIS files (shape or geodatabase), and reference files containing the project boundary, detention boundary, and drainage improvements tied to the State Plane Coordinate System NAD 83 (horizontally)).
- ❑ For step-by-step instructions for application submittal, please reference the **“Help & Quick Links”** section of the Portal.
- ❑ Once an application is submitted, the Applicant will receive an email informing them their application will now undergo a pre-screening review (Step 3).

## STEP 3 – PRE-SCREENING REVIEW

- ❑ Once submitted through the Portal, the application package will then undergo a Pre-Screening Review. The Pre-Screening Review Step includes a cursory review of the application information and uploaded documents in preparation for payment by the Applicant and a formal review by the DISTRICT Permit Team. Please allow approximately **3 business days** (pending workload) to complete this step.
- ❑ The DISTRICT Permit Team will review all information and documents submitted for completeness and will notify the Applicant through the application’s **Communication Log** and via email if any information or documents are missing (see image below for the location of the **Communication Log** and where to **View Uploaded Documents** within the Portal). An incomplete submittal package will delay the formal review and permit approval process.



#### STEP 4 – PAY FEES & PROVIDE HARD COPY

- Once the Pre-Screening Review is complete, the Applicant will be notified via email of the status change and further instructions. The Applicant must then promptly hand deliver the following documents and payment to the DISTRICT's office during business hours (Monday – Friday 7 am to 3:30 pm) at 1111 Kenney Street, Brookshire, Texas 77423 OR mail the documents to PO Box 608, Brookshire, TX 77423:
  - A **hard copy** of the final application with the Applicant's signature (provided in the notification email).
  - A **hard copy** of all uploaded documents.
  - A check made payable to "**Brookshire-Katy Drainage District**" for the respective estimated fee(s).
- **PLEASE NOTE:** The DISTRICT will **NOT** start the formal review (Step 7) of the application until a hard copy of the application package and all required fees are delivered to the DISTRICT and paid in full.

#### STEP 5 – RECEIPT OF PAYMENT & APPLICATION

- Once payment and a hard copy of the Application package have been received by the DISTRICT staff, you will be notified of a status change via email & receipt of your application and payment will be uploaded to the application's **Communication Log/ Uploaded Docs** on the Portal. At this point, your application will be set up internally (Step 6) in preparation for Formal Application Review (Step 7).

#### STEP 6 – APPLICATION SET-UP

- This step is done internally after confirmation that payment and hard copies have been received by the DISTRICT before placing your application in line for Formal Application Review (Step 7).

#### STEP 7 – FORMAL APPLICATION REVIEW

- Once Step 6 is complete, the application package will be placed in line for Formal Review. Plans are reviewed in the order that they are received.
- Please allow approximately **30 business days** for review of each submittal after receipt of the hard copies of the uploaded documents and fees paid in full (Step 4). **PLEASE NOTE:** Due to the complexity and/or size of some projects, the normal time to complete the review may be longer than 30 business days.
- The application package will be reviewed for compliance with the DISTRICT's latest Rules & Regulations. Applicants will be notified of any issues, modifications, or corrections necessary within the application's **Communication Log** within the Portal as well as via email notifications.
- If the reviewer notes that modifications or corrections are necessary, please see the following steps:
  - All corrections and areas of non-compliance must be addressed and resubmitted within the application's **Communication Log** only (do not email them to the DISTRICT) and must exhibit the changes/corrections. **PLEASE NOTE:** The 30-business day review time will restart with each resubmittal. Due to the complexity and/or size of some projects, they may take longer than normal review time to complete.
  - All plan review comments by the DISTRICT **must be addressed** prior to resubmitting the revised plans.
  - Do NOT upload individual sheets or only revised sheets. The **complete/full plan set is required for each submittal**.





- Corrected plans **MUST contain** a comment response narrative that must be uploaded and attached in the **Communication Log**. Please use the same PDF file received in the **Communication Log** (*preferred method* - use different text color to respond) or a letter with responses to comments to explain revisions, uploaded as a PDF.
- Once revisions are submitted, the DISTRICT will review the corrections and send any additional plan review comments within **30 business days**. Review time begins once the DISTRICT receives the resubmittal within the **Communication Log**.
- Projects **with more than 3 plan review cycles** require the Applicant to attend a meeting with the DISTRICT Plan Reviewer(s) and may incur additional review fees.

#### STEP 7.1 – (If Required) DETENTION FACILITIES MAINTENANCE AGREEMENT (DFMA)

- If a detention pond is proposed, a DFMA application will need to be submitted through the Portal and then coordinated directly with the DISTRICT's legal counsel through the Portal.
- The following are the initial documents and information required for a DFMA. All the required items must be uploaded to the Portal (each document as a separate PDF) before the submittal will be accepted for review. Please note that additional documents and information may be necessary once the initial documents are reviewed.
  - A copy of the recorded Deed to the Owner, the Applicant, and the Record Owner in the Deed must be consistent.
  - The Individual/Entity that will maintain the Drainage Facilities.
  - List of Cities and Special Districts (MUDs, WCIDs, RID, etc.) in which the Property is located.
  - The name and position of the person who will sign the DFMA on behalf of the Owner.
  - If any other legal documents are required (i.e., easements, inundation agreements, etc.),

If the **Owner is a business entity**, the following additional documents are required:

- A copy of the Certificate of Formation filed with the Texas Secretary of State.
- A resolution authorizing the signature of the DFMA on behalf of the Owner.

#### STEP 8 – FINAL CHECK FOR BOARD AGENDA

- An application package is only considered **Agenda Ready** once all requirements are met, including comments addressed and verified, all fees paid, and, if applicable, the original DFMA signed and notarized by the Applicant and delivered to the DISTRICT's office.



- ☐ The **Board Agenda Submittal deadline is fourteen (14) calendar days** (i.e., the 8<sup>th</sup>) - NO EXCEPTIONS - prior to the regularly scheduled Board Meeting at which approval is desired (i.e., the 22<sup>nd</sup>).
- ☐ Submittals considered **Agenda Ready by this deadline** will be placed on the agenda for the Board's final review and approval.

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

## STEP 9 – BOARD APPROVAL

- ☐ Once the Board approves the application, the DISTRICT engineering staff will forward the **approval letter** and approved documents to the Applicant, Waller County, etc.
- ☐ Permits shall have no force or effect upon easements or rights-of-way granted by others to the DISTRICT unless an easement or right-of-way is also granted to the Applicant by the Owner of the tract of land in question.
- ☐ **No construction activities shall commence** before the plat/plans have been accepted, an approval letter issued by DISTRICT, and a permit issued by any other governing entity with jurisdiction.

### STEP 9.1 – IF CHANGES OCCUR AFTER BOARD APPROVAL

If an Applicant significantly CHANGES (alters land use, increases impervious coverage, makes modifications to drainage/detention, etc.) a plat, drainage plans, and/or drainage report after the Board approves a permit application or after a no-objection letter has been issued, the review process shall start over with the submittal of a new permit application package and payment of associated fees following the DISTRICT's latest Rules & Regulations.

The significance of these changes or revisions is dependent upon the character and extent of the changes made as solely determined by the DISTRICT. The following is required when submitting the new permit application package:

- ☐ A new application must be completed within the Portal, and fees must be paid to the DISTRICT.
- ☐ Altered plans must contain clouds and deltas.
- ☐ Make sure the files are bookmarked and fit the page.
- ☐ A narrative must be submitted and attached separately, noting a page-by-page breakdown of all changes.

## STEP 10 –AFTER BOARD APPROVAL

- ☐ PRE-CONSTRUCTION NOTIFICATION - Please complete and submit the notification form (refer to the DISTRICT's website) at least two business days before starting construction of the Detention Facilities and Drainage Infrastructure.
- ☐ CONSTRUCTION & INSPECTIONS - TBD
- ☐ POST-CONSTRUCTION – Within thirty (30) days after completion of permitted work, the Applicant shall submit the following to the DISTRICT:
  - Record drawings, both hard copy and electronic copy (PDF).
  - As-built Certificate (refer to the DISTRICT's website) or Statement letter signed and sealed by the Engineer of record certifying that all work performed was completed in compliance with the DISTRICT's latest Rules and Regulations and in accordance with the DISTRICT's issued permit.



□ (if applicable) DETENTION FACILITIES ANNUAL CERTIFICATION

- The upkeep of the Detention Facilities is the sole responsibility of the property owner.
- The Detention Facilities must be regularly maintained and inspected annually. Please reference the executed DFMA and the DISTRICT's latest Rules and Regulations for more information regarding the annual inspection requirements.
- Submit DFMA Annual Inspection & Certification. Annual Inspection & Certification are due to the DISTRICT on 1st January after the 1st year anniversary agreement signature date and every January thereafter.

