



# Brookshire-Katy Drainage District

## *Guidelines For Permitting Submittal & Review Process*

*Version 2.0 - 11-15-22*

In order to control flooding and detain excess runoff of a project 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 the governing entity with jurisdiction **prior to the commencement of construction.**

This guideline details the steps involved in obtaining a District permit – from Preliminary Review through Final Approval. This information will help applicants with little or no experience with the District permit process. Experienced professionals will also find this information valuable while setting schedules and expectations.



*The District Permitting Submittal & Review process includes the following steps:*

## Step 1

# PERMIT APPLICATION



Complete the District's **Permit Application Form**.



Please use the District's **Permit Submittal Checklist** to provide all items **required** for review for your permit type. All the required items must be submitted together in one (1) complete permit package (each document as a separate PDF) before the submittal is accepted for review.



**Additional Documents:** To expedite the review and approval of your permit package, please include any other information deemed pertinent and beneficial to the general understanding of the drainage and detention components for the proposed development. Such information may include, but is not limited to, the following:

- Drainage report, previously approved permit, plans, or plats, etc. Be descriptive regarding any changes or modifications to previously submitted/approved plans or drainage reports.
- Applicable permits from other agencies (i.e., TxDOT driveway and discharge permits).
- Digital files (.DWG), GIS files (shape or geodatabase), EPA SWMM/HEC-RAS models, and reference files containing the project boundary, detention boundary, and drainage improvements tied to the State Plane Coordinate System NAD 83 (horizontally).



The District will **NOT** accept or review incomplete permit packages (including all required fees paid in full to the District via check).



For additional details, please reference the District's latest Rules and Regulations.

## Step 2

# SUBMITTAL OF PERMIT PACKAGE

The Applicant must submit both an electronic and hard copy of the permit package; please follow the steps below:



### Hard Copy

Please submit a hard copy of the complete permit package (same as electronic below), including fees made payable to Brookshire-Katy Drainage District by check, to the District office (**via hand-delivery** to 1111 Kenney Street, Brookshire, TX 77423 or **via mail** to P.O. Box 608, Brookshire, TX 77423 ). A thumb drive or CD may be included to fulfill the hard copy requirements.



### Electronic Copy

Please submit an electronic copy (PDF format) of the complete permit package (each document as a separate PDF) to the District Engineer. Please e-mail the package to: [permitting@quiddity.com](mailto:permitting@quiddity.com)

The permit package submittal should contain the following documents attached as separate PDFs:

- Confirmation that the hard-copy permit package has been submitted to the District office.
- A completed **Permit Application Form**.
- Required documents per the District's **Permit Submittal Checklist**.
  - ◆ The drainage plans (if applicable) must be contained within a single PDF submittal. Individual plan sheets will not be accepted.
  - ◆ Please use an online shared storage source (i.e., Dropbox, FTP, Google Drive) for submittals larger than 20 MB in size. Flash drives, CD's, or other portable storage devices are not acceptable.
- Additional Documents – See **STEP 1** above for reference.

## Step 3

# PRESCREEN



This step is a validation of the complete permit package submitted.



The District reviews all documents submitted for completeness and will notify the Applicant if any document is missing. An incomplete permit package will delay review and permit approval.



The District will **ONLY** route the plans/plats for review once the complete permit package has been accepted (including all required fees paid in full).



Once the District receives the complete permit package, you will receive an e-mail that your submittal has been received and placed in line for review.

## Step 4

# CHECKING PERMIT STATUS



**PLEASE DO NOT** contact our Plan Review Staff to check the status of your submittal. These interruptions are time-consuming and slow the plan review process.



Please allow **30 business days** (minimum) for a new (1<sup>st</sup>) submittal.



If you have any questions, require additional information, or need to coordinate a meeting, please **ONLY contact** [permitting@quiddity.com](mailto:permitting@quiddity.com) with your request.

## Step 5

# PLAN REVIEW & SCHEDULE

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- ➔ Once the complete permit package is received, it will be placed in line for review.
- ➔ Plans are reviewed in the order that they are received.
- ➔ **Schedule:** The District will send the 1<sup>st</sup> set of plan review comments within **30 business days** (minimum) for your new (1<sup>st</sup>) submittal.
  - Please note that due to the complexity and/or size of some projects, the review time may be longer than normal.
  - Plan review time begins once the District accepts the permit package submitted and places it in line for review.
- ➔ Plans are reviewed for compliance with the District's latest Rules & Regulations. Redline plan review comments will be noted on the plans via PDF and forwarded to the Applicant for revisions and re-submittal.
- ➔ All corrections and areas of non-compliance will need to be addressed and resubmitted for review and approval. Please see **STEP 6** below for additional information.
- ➔ Questions related to the issued plan review comments can be made by contacting [permitting@quiddity.com](mailto:permitting@quiddity.com). Please include the name of the development, the District issued permit number, and the reason or specific question/clarification for the email.

## Step 6

# RESUBMITTING PLANS TO ADDRESS PLAN REVIEW COMMENTS

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- ➔ The Applicant **MUST** review and make the necessary corrections.
- ➔ All plan review comments **MUST** be addressed prior to resubmitting the revised plans. Do **NOT** send individual sheets or only revised sheets. The complete/full plan set is required.
- ➔ Corrected plans **MUST** contain:
  - A comment response narrative must be uploaded and attached.
    - ◆ Please use the same PDF file received (**preferred method** - use different text color to respond) or a letter with responses to comments to explain revisions attached as a PDF.
    - ◆ This information will be routed to the review team along with the revised plans.



**Re-submittal Package:** On re-submittal packages, only provide an electronic copy (hard copy is not needed). Please e-mail the re-submittal package to: [permitting@quiddity.com](mailto:permitting@quiddity.com) and see additional details on **STEP 2** above.



**Schedule:** The District will send the revised plan review comments within **15 business days**

- Please note that due to the complexity and/or size of some projects, the review time may be longer than normal
- Plan review time begins once the District has accepted the re-submittal.



Projects **with more than 3 plan review cycles** require the Applicant to attend a meeting with District Plan Reviewer(s).



Please include the following table in your PLANS cover sheet to track each submittal no. and date.

No.	DATE	COMMENTS
1	XX/ZZ/2022	1st Submittal
1.1	XX/ZZ/2022	1st Review Comments Received
2	XX/ZZ/2022	2nd Submittal
2.1	XX/ZZ/2022	2nd Review Comments Received
3	XX/ZZ/2022	3rd Submittal
3.1	XX/ZZ/2022	3rd Review Comments Received

## Step 7

# **(If Applicable) DETENTION FACILITIES MAINTENANCE AGREEMENT (DFMA)**



If a detention pond is proposed, a DFMA will need to be coordinated directly with the District's legal counsel. The legal counsel's contact info is below:

**Mr. Andrew Johnson III ("Andy")**  
Johnson & Petrov, LLP  
Please contact Ms. Mirna Croon  
[Mcroon@JohnsonPetrov.com](mailto:Mcroon@JohnsonPetrov.com)  
713.489.8977 Office



The following are the initial documents required for the DFMA. All the required items must be submitted together in one (1) complete package (each document as a separate PDF) before the submittal is accepted for review. Please note that additional documents/information may be necessary once the initial documents are reviewed.

- 1 Signed Title Report or City Planning Letter (CPL)
  - ♦ Addressed to the District
  - ♦ With lienholder information
- 2 Copy of recorded Deed(s) to Applicant and/or any recorded correction Deeds to Applicant
  - ♦ The legal description in the DFMA and Resolution is from the recorded Deed to Applicant and needs to be consistent
  - ♦ Applicant and record Owner in Deed, must be consistent
- 3 Secretary of State Documents
  - ♦ Certificate of Formation
  - ♦ Company Agreement/Incorporation papers
    - » If Corporation, please also provide a resolution
- 4 Confirm whether the property/project lies within the City of Brookshire or any City limits
- 5 Confirm whether the property/project lies within a MUD or RID; if yes, then an additional process and/or set of documents begins

## Step 8

# FINAL REVIEW/SUBMITTAL & APPROVAL

- ➔ The permit package is only considered **Agenda Ready** once all requirements are met, including comments verified/addressed, inspection fees paid, and if applicable, the original DFMA. The original DFMA must be signed and notarized by the Applicant and related parties and hand-delivered to the District office.
- ➔ The **Board Agenda Submittal Deadline is fourteen (14) calendar days** (i.e., the 9th) - NO EXCEPTIONS - prior to the regularly scheduled Board Meeting at which approval is desired (i.e., the 23rd).
- ➔ Permit packages considered **Agenda Ready** by this deadline will be placed on the agenda for the Board's final review and approval.
- ➔ Once the Board approves the permit, the District Engineering staff will forward the **approval letter** to the Applicant and any other related governmental entities.
- ➔ 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 is issued by the District, and a permit is issued by the governing entity with jurisdiction.

SUN	MON	TUE	WED	THU	FRI	SAT
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				



## Step 9

# IF CHANGES OCCUR AFTER APPROVAL

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If the Applicant makes changes to a plat, set of drainage plans, and/or drainage report after an approval or no objection letter has been issued, then the review process needs to start over with a new permit package following the District's latest Rules & Regulations.



*The following is required when submitting the new permit package:*

- ◆ A new **Permit Application Form** must be completed and fees paid.
- ◆ Do **NOT** send individual sheets or only revised sheets. The complete/full plan set is required.
- ◆ Altered plans must contain clouds and deltas.
- ◆ A narrative must be submitted and attached separately, noting a sheet-by-sheet breakdown of all changes.
- ◆ Be sure to reference the previous District issued permit number and project address.
- ◆ Failure to comply with these requirements will delay the processing of your permit package.

## Step 10

# POST CONSTRUCTION REQUIREMENT

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*Within thirty (30) days after completion of permitted work, the Applicant shall submit the following to the District:*

- ◆ Record drawings, both **hard copy** and an **electronic copy** (PDF). Please see additional details on **STEP 2** above.
- ◆ **As-built Certificate** 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 & Regulations and in accordance with the District's issued permit.