



# BROOKSHIRE-KATY DRAINAGE DISTRICT ACKNOWLEDGEMENT FORM

The Brookshire-Katy Drainage District (District) Rules and Regulations require the plans of the detention facilities and associated drainage infrastructure (Detention Facilities) to be reviewed and approved by the District prior to commencing construction. Following the District's approval of the plans, the Detention Facilities must be constructed **FIRST** before any new impervious cover is added to the property.

Before your permit application can be considered for District approval, the following information is required:

## Project Information:

BKDD Permit #: \_\_\_\_\_

Previous Project/Development Name (if applicable): \_\_\_\_\_

Current Project/Development Name: \_\_\_\_\_

Project Address (if not available, use adjacent streets): \_\_\_\_\_

Survey Abstract Information (Recording information of plat - if applicable): \_\_\_\_\_

Previous Approvals (Permit and/or Detention Facilities Maintenance Agreement - if applicable): \_\_\_\_\_

Project Drainage Description/Summary (please request sample/go-by):  
(If the space is inadequate, continue on the blank page at the end of this form.)

---

---

---

---

---

---

---

---

## Owner/Applicant Information:

Owner's Name: \_\_\_\_\_

Applicant's Phone #: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

## Project Representative To Be Contacted During Construction:

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_



# BROOKSHIRE-KATY DRAINAGE DISTRICT ACKNOWLEDGEMENT FORM

The following is a list of steps to take once you have a District (Board) approved drainage plan and permit:

## Start of Construction & Inspections

- Contact the District Inspector at (281)-375-5430 at a minimum of forty-eight **(48) hours prior to starting construction** of the Detention Facilities.
- Several inspections may take place during the construction of the Detention Facilities.
- The District's personnel shall have the right to enter the property for inspection at any time during construction, or as may be warranted, to ensure the Detention Facilities are constructed and operating in accordance with the District's approved plans.

## Certificate of Compliance For Detention Facilities

- Contact the District Inspector to schedule a final inspection of the Detention Facilities. The final inspection does not mean the Detention Facilities were correctly constructed. The purpose of the inspection is only to observe whether the completed work generally complies with the approved plans. The District will provide a **Final Inspection Letter** (please see additional requirements below) upon inspection completion. Deficiencies observed in the final inspection that violate the approved permit will be noted in the Final Inspection Letter and distributed to the applicant for corrective actions. The applicant must remedy the deficiencies within 180 days of the final inspection letter date when a follow-up inspection must be scheduled with the District. In the case the deficiencies are not corrected within the allotted acceptable period, the applicant is subject to penalties issued by the District to perform the required repairs in order to prevent adverse impacts to the property, neighboring properties, and facilities downstream. Within thirty (30) days after completion of permitted work, the applicant shall submit the following to the District's office (1111 Kenney St, Brookshire, TX 77423) and [permitting@quiddity.com](mailto:permitting@quiddity.com):
  - (1) Record drawings**, both hard copy and an electronic copy (PDF) to the District's office; electric copy only to Quiddity.
  - (2) As-built Certificate** (please request District's form) 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 per the issued permit.
- The **Final Inspection Letter** will be issued pending final inspection, receipt of the Record drawings, and As-built Certificate.

## Detention Facilities Maintenance

- Once the project is complete, the property owner's sole responsibility is the upkeep of the Detention Facilities. The Detention Facilities must be regularly maintained and inspected annually. The Annual Texas Registered Professional Engineer Inspection Certificate must be completed, signed by a Professional Engineer, and submitted to the District annually. If applicable, please reference the executed Detention Facilities Maintenance Agreement and the District's latest Rules and Regulations for more information.

This form must be submitted to the District via Email to: [permitting@quiddity.com](mailto:permitting@quiddity.com)

Engineer Firm Name: \_\_\_\_\_

Engineer Contact Name: \_\_\_\_\_

Engineer Phone #: \_\_\_\_\_

Engineer Email: \_\_\_\_\_

Engineer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

