



## Permit Submittal Checklist

Project Name:		Project Address and/or Legal Description:	
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Please use the checklist below to provide all items required for Brookshire-Katy Drainage District (District) review. All required items must be submitted together in one (1) complete permit application package (each document as a separate file) before the submittal is accepted for review. The District will NOT accept incomplete submittals (including all required fees paid in full), and in case of failure, all items will be returned to the applicant. For additional details, please reference the District's latest Rules & Regulations and the Guidelines for Permitting Submittal & Review Process.

**I understand that an incomplete submittal package will delay my review and permit approval.**

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

Applicant Signature: \_\_\_\_\_

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

<b>For the District Use Only</b>	Permit No.:	Fee Amount (\$):	Date Received:
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Documents Required (Section 01 of 02)	Applicant Please Check if Provided	For the District Use Only Provided?		
<b>General</b> (Apply to all)	Completed District Permit Application Form for each permit Type. Each permit type requires a Permit Application Form, review fee, and documents listed.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Payment of PERMIT APPLICATION FEE(s) - All checks shall be made payable to "Brookshire-Katy Drainage District." Please <b>hand-deliver the check</b> payment to the District's office at 1111 Kenney St., Brookshire, TX 77423 or <b>mail to</b> PO Box 608, Brookshire, TX 77423.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please use the <b>Guidelines for Permitting Submittal &amp; Review Process</b> for additional information and details necessary to complete your submittal package.				
	Within thirty (30) days after completion of permitted work, the applicant shall submit the following to the District's office at 1111 Kenney St., Brookshire, TX 77423, and to the District Engineer: <a href="mailto:permitting@quiddity.com">permitting@quiddity.com</a> :			
<b>Post Construction Requirement</b>	<b>(1)</b> Record drawings, both hard copy and an electronic copy (PDF) to the District's office; electronic copy only to Quiddity.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>(2)</b> 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**See Next Pages >>>**



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Project Name:	Project Address and/or Legal Description:			
Additional Documentation Required - Based on Applicable Permit Type (Section 02 of 02)			Applicant Please Check if Provided	For the District Use Only Provided?
<b>Utility, Pipeline, and Cable Crossings</b> <small>(within a District held easement or fee strip)</small>	Engineering drawings providing details of the crossing. Must follow the District's latest Rules and Regulations.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Bond, cash, or irrevocable letter of credit (if required by the Board).	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Private &amp; Public Road Crossings</b>	Engineering drawings providing details of the crossing. Must follow the District's latest Rules and Regulations.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Drainage calculations for the sizing of the crossing.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Applicable Governmental Approval(s) - Any crossing within a public right-of-way or easement shall have the approval of the City, County, State, or other governmental entity having jurisdiction over the right-of-way or easement <b>before District approval will be granted.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Bond, cash, or irrevocable letter of credit (if applicable).	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Drainage Connections <u>WITHOUT</u> land use changes</b>	Statement letter signed and sealed by the Engineer of Record and supporting documentation justifying that no impervious cover or offsite flow is proposed and the existing site's detention capacity and outfall are in accordance with the District's latest Rules and Regulations.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Master Drainage Plan</b> <small>(Drainage Criteria &amp; Requirements)</small>	The Development Master Drainage Plan/Report - To expedite review of your submittal, applicant must include sufficient information to satisfy the criteria outlined in <b>Article VI - Drainage Criteria</b> from the District's latest Rules and Regulations.  - Please also use/refer to the District's <b>Report Table of Contents Template</b> (available upon request). - Please also use/refer to the District's <b>Drainage Summary Table Template</b> (available upon request). - Please include H&H Models, DWG, and GIS files (detention pond and drainage) .	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Tract Development <u>WITHOUT</u> Platting</b> <small>(2 Reviews)</small>	<b>Final Construction Plans</b> shall include:  - Signed and sealed <b>Drainage Analysis of Pre &amp; Post-Developed</b> conditions by a licensed Texas Professional Engineer.  - Drainage Analysis sheet shall include:  * A note certifying that the proposed development complies with the District's Rules and Regulations. * A note certifying that the proposed development will not cause any adverse impacts to neighboring properties or downstream facilities. * Please also use/refer to the District's <b>Drainage Summary Table Template</b> (available upon request).  - Refer to the District's latest Rules and Regulations for additional details and requirements.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>Signed and sealed letter from the Engineer of Record</b> stating that: - The proposed design complies with the District's Rules and Regulations and; - It will not cause any adverse impacts to neighboring properties or downstream facilities.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If the proposed outfall is not discharging to one of the District owned channels, please <b>provide a statement letter from governing entity with the jurisdiction</b> (i.e., Water Districts) over the development's drainage and detention facilities to certify the following:  - Confirmation they have reviewed the plans and have no objection to the proposed scope of work. - Confirmation that detention and outfall capacity for the Atlas 14 100-yr runoff are in place and available to serve the proposed development.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Signed and sealed drainage construction cost estimate using the unit price method (used to determine inspection fees).	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>Inspection Fees</b> MUST be paid prior to being placed on the agenda. - All checks shall be made payable to " <b>Brookshire-Katy Drainage District.</b> " - Please hand deliver check payment to the District's office at 1111 Kenney St., Brookshire, TX 77423 or mail it to PO Box 608, Brookshire, TX 77423.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Bond, cash, or irrevocable letter of credit (if applicable).	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Executed Detention Facilities Maintenance Agreement (DFMA) (if required).</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No



# Permit Submittal Checklist

Project Name:		Project Address and/or Legal Description:			
Additional Documentation Required - Based on Permit Applicable Type (Section 02 of 02) Cont.			Applicant Please Check if Provided	For the District Use Only Provided?	
<b>Tract Development WITH Platting - PRELIMINARY PLAT</b>	Copy of Preliminary Plat.		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Preliminary Drainage Plans showing the service area with flow paths and preliminary calculations of existing vs. proposed runoff and detention capacity. Provide information on the receiving stream and the associated public entity with the jurisdiction (i.e., FM 359 roadside ditch (TxDOT); East Fork of Brookshire Creek (BKDD); Pitts Road ditch (Waller County); 11th street ditch (City of Brookshire)).		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Tract Development WITH Platting - FINAL PLAT (2 Reviews)</b>	<b>STEP 1 (For Review):</b>				
	Payment of <b>Review Fees</b> .		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Interim drainage construction cost estimate using the unit price method (must include interim seal with PE name & number).		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Copy of the Final Plat.		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Copy of the Signed Title Report or City Planning Letter (CPL) addressed to the District.		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>Final Construction Plans</b> shall include:  - Signed and sealed <b>Drainage Analysis of Pre &amp; Post-Developed</b> conditions by a licensed Texas Professional Engineer.  - Drainage Analysis sheet shall include: * A note certifying that the proposed development complies with the District's Rules and Regulations. * A note certifying that the proposed development will not cause any adverse impacts to neighboring properties or downstream facilities. * Please also use/refer to the District's Drainage Summary Table Template (available upon request).  - Refer to the District's latest Rules and Regulations for additional details and requirements.		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>Signed and Sealed letter from the Engineer of Record</b> stating that: - The proposed design complies with the District's Rules and Regulations and; - It will not cause any adverse impacts to neighboring properties or downstream facilities.		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If the proposed outfall is not discharging to one of the District owned channels, please <b>provide a statement letter from governing entity with the jurisdiction</b> (i.e., Water Districts) over the development's drainage and detention facilities to certify the following:  - Confirmation they have reviewed the plans and have no objection to the proposed scope of work. - Confirmation that detention and outfall capacity for the Atlas 14 100-yr runoff are in place and available to serve the proposed development.		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>STEP 2 (Prior to being placed on the Agenda for Board Approval):</b>				
	Signed and sealed drainage construction cost estimate using the unit price method (used to determine inspection fees).		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Inspection Fees</b> MUST be paid prior to being placed on agenda (see Fee Schedule Worksheet to determine amount).  - All checks shall be made payable to " <b>Brookshire-Katy Drainage District</b> ." - Please hand deliver check payment to the District's office at 1111 Kenney St., Brookshire, TX 77423 or mail it to PO Box 608, Brookshire, TX 77423.		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Bond, cash, or irrevocable letter of credit.		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Executed Detention Facilities Maintenance Agreement (DFMA) (if required).</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	