



Brookshire-Katy Drainage District

Required Application Information, Documents, & Fees

***"What you need to have and know to
complete your Application."***

Last Revised on 12/12/24 (Ver.3.0)

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INTRODUCTION:

The purpose of this document is to provide enough information and clarification to the Applicant for a successful application submittal to the Brookshire-Katy Drainage District (DISTRICT) within the Application Submittal Portal (Portal). For additional information regarding the Submittal, review, and approval process, please reference the “**Application Submittal & Process Guidebook**” on the DISTRICT’s website or in the “**Help & Quick Links**” section of the Portal.

You cannot make changes to an application once it is submitted. If you find errors after Submittal, please contact the DISTRICT Permit Team in your application’s **Communication Log** within the Portal to make the necessary changes.

PLEASE NOTE: All communication must take place via the application’s **Communication Log**, found on the “**My Applications**” page of the Portal (see below). In addition to the **Communication Log**, Applicants will be auto-notified of permit status updates via email. Please do not contact the DISTRICT Permit Team or submit unnecessary questions (i.e., to check the status of your application). These interruptions are time-consuming and slow the plan review process. For more information regarding managing an already submitted application, please review the “**How to Manage Your Application**” guide located on the DISTRICT’s website or in the “**Help & Quick Links**” section of the Portal.



AVAILABLE APPLICATION TYPES, RELEVANT INFORMATION, & DEFINITIONS:

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 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 which 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.



AVAILABLE APPLICATION TYPES, RELEVANT INFORMATION, & DEFINITIONS (CONTINUED):

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.



REQUIRED INFORMATION NEEDED FOR ALL APPLICATIONS:

1. **Map** – Applicant will pinpoint/specify project location on a map within the Portal.
2. **Project Information**
 - a. Project/Development Name
 - b. Development Type (from list):
 - Residential/Single Lot
 - Duplex/Multi-Family/Subdivision/Commercial/Industrial
 - Other (define)
 - c. Project/Development Description Summary
 - d. Project Address, City, State, & Zip
 - e. DISTRICT Watershed(s) the project is located in (from provided list):

■ Addicks Reservoir	■ Bell Bottom Creek	■ Bessie's Creek
■ Cane Island -Buffalo Bayou	■ Cypress Creek	■ East Fork Brookshire Creek
■ Kellner Creek	■ Snake Creek	■ West Fork Brookshire Creek
■ Willow Fork Buffalo Bayou		
 - f. Any Additional Comments (if necessary)
 - g. Additional Email Notification(s): Only the registered Applicant can view and communicate regarding the application being submitted within the Portal. However, two additional individuals can be designated to receive the status notifications via email throughout the application process.
 - h. Applicant's Relationship to the Project: Owner OR Owner's Agent
3. **Applicant Information** – Applicant's: Firm Name, Name, Address, Phone Number, & Email Address

Please make sure your profile information is up to date before you start an application. No changes will be allowed to your profile once you start an application.
4. **Project Owner Information** – Owner's: Firm Name, Name, Address, Phone Number, & Email Address
5. **Application Type Detail, Required Documents, & Application Fees:** See the following pages for the requirements for each application type.



APPLICATION DETAILS, REQUIRED DOCUMENTS, & FEES – BY APPLICATION TYPE:

1. PRE-DEVELOPMENT MEETING REQUEST

DETAILS & DOCUMENTS REQUIRED:

- History/Background of the Tract
- Size of the Area to be Developed in Acres
- Outfall Location
- Plans for detention based on the preliminary design: (a) explanation of how runoff from the site is being collected and how sheet flow is being contained; (b) an uploaded copy of the Plat (if applicable), sketch of drainage area, and preliminary drainage plans.
- Description of the Proposed Improvements
- What other Agencies have jurisdiction (from the list):
 - TxDOT ■ City of Katy ■ City of Pattison ■ Other(s)
 - Waller County ■ City of Brookshire ■ Municipal Utility District
- Other Relevant Information

FEES REQUIRED: None

2. BROOKSHIRE AREA BUILDING AUTHORITIES SIGN-OFF FORM (CITY OF BROOKSHIRE)

Online submission of this form is currently not available.

DETAILS & DOCUMENTS REQUIRED: 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. If residential, provide a sketch, plans, or engineering drawings showing the plan for drainage. If commercial, provide the approved BKDD permit number.

3. PERMIT EXEMPTION REQUEST

DETAILS REQUIRED:

- History/Background of the Tract
- Size of the Area to be Developed in Acres
- Is there a change in land use – Yes/No
- Description of the Proposed Improvements
- Basis for Permit Exemption
- Other Relevant Information
- What other Agencies have jurisdiction (from the list):
 - TxDOT ■ City of Katy ■ City of Pattison ■ Other(s)
 - Waller County ■ City of Brookshire ■ Municipal Utility District

DOCUMENTS REQUIRED:

1st Submittal:

- ☐ Engineering drawings or sketches providing details of the proposed work.
- ☐ *Additional Pertinent Document(s).

*To expedite the review and approval of an exemption request, please include all information deemed pertinent and beneficial to the general understanding of the proposed project/development.

FEES REQUIRED:

Permit Exemption Requests and No Objection Letter = \$150.00

If, after initial review, a permit is required, a credit will be issued towards the permit application.



4. UTILITY, PIPELINE, AND CABLE CROSSING

Valid for Six (6) Months from the Date of Permit Approval

DETAILS REQUIRED:

- Utility Type
- Material Carried
- Casing Size (in)
- Carrier Size (in)
- Acknowledgment that underground crossings across the DISTRICT easements must be constructed by trenchless construction.
- Is the application a revision to a previously approved permit? If yes, you will need to provide the previously approved DISTRICT permit number and description of the proposed construction scope changes.

DOCUMENTS REQUIRED:

1st Submittal:

- ☐ Engineering drawings providing details of the crossing.
- ☐ *Additional Pertinent Document(s).

*To expedite the review and approval of your permit package, please include all information deemed pertinent and beneficial to the general understanding of the proposed project/development (i.e.: (a) Previously approved permit, etc.; and/or (b) Applicable permits from other agencies (i.e., TxDOT driveway and discharge permits)).

Subsequent Submittals:

- ☐ Revised Engineering drawings providing details of the crossing.
- ☐ Comment Response Narrative - please use the same PDF file received from the DISTRICT reviewer (preferred method - use different text color to respond) or a letter with responses to comments to explain revisions.
- ☐ (if required) Bond, cash, or irrevocable letter of credit.
- ☐ Additional Pertinent Document(s) – see list above.

FEES REQUIRED:

Application Fee = \$1,000.00

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.).



5. PRIVATE OR PUBLIC ROAD CROSSING

Valid for Twelve (12) Months from the Date of Permit Approval

DETAILS REQUIRED:

- Crossing Type: Public or Private
- Culvert Material
- Culvert Size/Diameter (in)
- Number of Culverts
- Crossing Length (ft)
- Is the application a revision to a previously approved permit? If yes, you will need to provide the previously approved DISTRICT permit number and description of the proposed construction scope changes.

DOCUMENTS REQUIRED:

1st Submittal:

- ☐ Engineering drawings providing details and drainage calculations for the sizing of the crossing.
- ☐ (if applicable) Other 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 **before DISTRICT approval will be granted.**
- ☐ *Additional Pertinent Document(s).

*To expedite the review and approval of your permit 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), (c) Drainage report and EPA SWMM/HEC-RAS models), and/or (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)).

Subsequent Submittals:

- ☐ Revised Engineering drawings providing details of the crossing.
- ☐ Comment Response Narrative - please use the same PDF file received from the DISTRICT reviewer (preferred method - use different text color to respond) or a letter with responses to comments to explain revisions.
- ☐ (if required) Bond, cash, or irrevocable letter of credit.
- ☐ Additional Pertinent Document(s) – see list above.

FEES REQUIRED:

Road Crossing by **Private** Entity – Application Fee = \$500.00

Road Crossing by **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.).



6. DRAINAGE CONNECTION WITHOUT LAND USE CHANGES

Valid for Six (6) Months from the Date of Permit Approval

DETAILS REQUIRED:

- Proposed Drainage Connection to (i.e., existing storm sewer, ditch, pond. etc.)
- Pipe Material
- Pipe Size/Diameter (in)
- Number of Pipes
- Pipe Length (ft)
- Is the application a revision to a previously approved permit? If yes, you will need to provide the previously approved DISTRICT permit number and description of the proposed construction scope changes.

DOCUMENTS REQUIRED:

1st Submittal:

- ☐ Drawings/Sketch providing details of the drainage connection.
- ☐ A certification letter signed and sealed by the Engineer of Record and supporting documentation justifying no impervious cover or offsite flow is proposed. Additionally, the letter must certify that the existing site's detention capacity and/or outfall are in accordance with the DISTRICT's latest Rules and Regulations and that the proposed improvement will not cause adverse impacts to the neighboring properties or downstream/upstream facilities and/or structures for storms up to and including the Atlas 14, 100-yr storm event.
- ☐ *Additional Pertinent Document(s).

*To expedite the review and approval of your permit 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 plans, etc.; (b) Applicable permits from other agencies (i.e., TxDOT driveway and discharge permits)).

Subsequent Submittals:

- ☐ Revised drawings/sketch providing details of the drainage connection.
- ☐ Comment Response Narrative - please use the same PDF file received from the DISTRICT reviewer (preferred method - use different text color to respond) or a letter with responses to comments to explain revisions.
- ☐ Additional Pertinent Document(s) – see list above.

FEES REQUIRED:

Application Fee = \$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.).



7. COMMERCIAL MINING PERMIT

Valid for Twelve (12) Months from the Date of Permit Approval

DETAILS REQUIRED:

- Total Site Area to be Excavated (acres)
- Mining Material(s)
- If the excavated material is to be used on-site
- Name & Phone number of the Excavated Material Hauler
- Is the application a revision to a previously approved permit? If yes, you will need to provide the previously approved DISTRICT permit number and description of the proposed construction scope changes.

DOCUMENTS REQUIRED:

1st Submittal:

- ☐ Engineering drawings providing details of the commercial mining.
- ☐ *Additional Pertinent Document(s).

*To expedite the review and approval of your permit 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, 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).

Subsequent Submittals:

- ☐ Revised Engineering drawings providing details of the commercial mining.
- ☐ Comment Response Narrative - please use the same PDF file received from the DISTRICT reviewer (preferred method - use different text color to respond) or a letter with responses to comments to explain revisions.
- ☐ *Additional Pertinent Document(s) – see list above.

FEES REQUIRED:

Application Fee = \$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.).



8. DRAINAGE STUDY ANALYSIS REPORT

DETAILS REQUIRED:

- Total Tract Area (acres)
- Total Impervious Area (acres – including the area of the proposed detention basin)
- Detention Volume Provided (acre-feet)
- Detention Volume Ratio (acre-feet/acre)
- Is the proposed Development within the floodplain?
- Are any DISTRICK easements located within the Tract's boundaries and/or proposed Development? Please note that if a DISTRICK easement abuts or is located within your Tract, an additional easement or right-of-way will likely be required based on the findings from the DISTRICK's Master Drainage Plan. Once the application is submitted, please use the **"Communication Log"** feature to request additional details and information.
- Is the application a revision to a previously approved permit? If yes, you will need to provide the previously approved DISTRICK permit number and description of the proposed construction scope changes.

DOCUMENTS REQUIRED:

1st Submittal

- ☐ Signed and sealed Drainage Analysis of Pre & Post-Developed conditions by a licensed Texas Professional Engineer.
- ☐ (if available) Provide a copy of the 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).
- ☐ *Additional Pertinent Document(s)

*To expedite the review and approval of your permit package, the Applicant must include sufficient information to satisfy the criteria outlined in Article VI - Drainage Criteria from the DISTRICK's latest Rules and Regulations. 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)).

Subsequent Submittals

- ☐ Revised Report.
- ☐ Comment Response Narrative - please use the same PDF file received from the DISTRICK reviewer (preferred method - use different text color to respond) or a letter with responses to comments to explain revisions.
- ☐ (if available) Provide a copy of the 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).
- ☐ Additional Pertinent Document(s) – see list above.

FEES REQUIRED:

Drainage Study Analysis Report Review Fee (2 Reviews) = \$5,000.00

If more than two drainage study analysis report reviews are required, the Applicant will be charged \$1,000 per additional review. 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.).



9. TRACT DEVELOPMENT WITHOUT PLATTING

Valid for Twelve (12) Months from the Date of Permit Approval

DETAILS REQUIRED:

- Total Tract Area in Acres
- Total Proposed Impervious Area in Acres (including the area of the detention basin)
- Detention Volume Provided in Acre-Feet
- Detention Volume Ratio in Acre-feet/Acre
- Total Fill Volume in Cubic Yards
- Total Excavated Volume in Cubic Yards
- Name & Phone Number of Excavated Material Hauler
- Estimated Drainage Construction Cost (rounded to the nearest hundred)
- Is the Proposed Development Located Within the Floodplain? Yes or No
- Are any DISTRICT easements located within the Tract's boundaries and/or proposed Development? Please note that your proposed Development will likely require conveyance of additional easement or right-of-way to the DISTRICT. Once the application is submitted, please use the "**Communication Log**" feature to request additional details and information.
- Is the Proposed Development a Standalone Project or a Master Development with Multiple Projects?
- Are you proposing Stormwater Detention Facilities? **If Yes, a Detention Facility Maintenance Agreement (DFMA) will need to be submitted through the Portal (see item 10 on page 13).** Refer to the DISTRICT's website for additional details and required information.
- Is the application a revision to a previously approved permit? If yes, you will need to provide the previously approved DISTRICT permit number and description of the proposed construction scope changes.

DOCUMENTS REQUIRED:

1st Submittal:

- ☐ Preliminary drainage construction cost estimate using the unit price method (must include interim seal with PE name & number) - used to determine preliminary permitting fees. **Please refer to the "Drainage Improvements Cost – Clarification"** document, which is available on the DISTRICT's website. While submission of the signed **acknowledgment page is not required with your 1st Submittal**, it will be necessary with your **Final Submittal** (after the completion of engineering reviews) and before the application is placed on the agenda for Board approval.
- ☐ Engineering site plan drawings sheets - Signed and sealed Drainage Analysis of Pre & Post-Developed conditions by a licensed Texas Professional Engineer.
- ☐ *Additional Pertinent Document(s).

*To expedite the review and approval of your permit 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), (c) Drainage report and EPA SWMM/HEC-RAS models), and/or (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)).

Subsequent Submittals:

- ☐ Revised Engineering site plan drawings sheets.
- ☐ Comment Response Narrative - please use the same PDF file received from the DISTRICT reviewer (preferred method - use different text color to respond) or a letter with responses to comments to explain revisions.
- ☐ Additional Pertinent Document(s) – see list above.

Application 9 Continued on next page.



9. TRACT DEVELOPMENT WITHOUT PLATTING (CONTINUED)

Final Submittal - (Prior to being placed on the Agenda for Board Review & Approval):

- ☐ Final Engineering site plan drawings sheets.
- ☐ Final drainage construction cost estimate using the unit price method (must include seal with PE name & number) - used to determine final permitting fees. **Please refer to the “Drainage Improvements Cost – Clarification” document**, which is available on the DISTRICT’s website. **Submission of the signed acknowledgment page is MANDATORY with this Submittal** and before the application is placed on the agenda for Board approval.
- ☐ If the proposed outfall is NOT discharging to one of the DISTRICT-owned channels, please provide a statement/capacity letter from the governing entity with the jurisdiction (i.e., water district) over the Development’s drainage and detention facilities to certify the following:
 - o Confirmation they have reviewed the plans and have no objection to the proposed scope of work.
 - o Confirmation that detention and outfall capacity for the Atlas 14 100-yr runoff are in place and available to serve the proposed Development.
- ☐ (if required) Written Agreement by the adjoining landowner(s) for fill closer than ten (10) feet or for excavations closer than twenty (20) feet plus twice the depth of the excavation from the property lines.
- ☐ (if required) Executed Detention Facilities Maintenance Agreement (DFMA). Please [submit a DFMA application through the Portal](#). See item 10 below for more information.
- ☐ (if required) Bond, cash, or irrevocable letter of credit.

FEES REQUIRED:

- A. Base Application, Permitting, and Review Fee (2 reviews) = \$ 500.00
- B.1 If Estimated Drainage Construction Cost is < \$300,000.00= \$ 500.00
- B.2 If Estimated Drainage Construction Cost is ≥ \$300,000.00 = 0.75% of Drainage Construction Cost (rounded to the nearest hundred)

FEE TOTAL FOR TRACT DEVELOPMENT WITHOUT PLATTING (A + B.1 OR B.2)

If more than two final drainage plan reviews are required, the Applicant will be charged \$500 per additional review. 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.).



10. 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.

- ☐ List of Cities and Special Districts (MUDs, WCIDs, RID, etc.) in which the Property is located.
- ☐ A copy of the recorded Deed to the Owner, Applicant, and Record Owner in the Deed must be consistent.
- ☐ The Individual/Entity that will maintain the Drainage Facilities.
- ☐ The name and position of the person who will sign the DFMA on behalf of the Owner.
- ☐ If any other legal documents are required (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.
- ☐ The name and position of the person who will sign the DFMA on behalf of the Owner.
- ☐ A resolution authorizing the signature of the DFMA on behalf of the Owner.

FEES REQUIRED:

DFMA Fee = \$1,000.00



11. TRACT DEVELOPMENT WITH PLATTING – APPLICATION OPTIONS

- A. PRELIMINARY PLAT & PRELIMINARY DRAINAGE PLANS
- B. FINAL PLAT
- C. FINAL DRAINAGE PLANS

11.A TRACT DEVELOPMENT WITH PLATTING – PRELIMINARY PLAT & PRELIMINARY DRAINAGE PLANS

Valid for Six (6) Months from the Date of Permit Approval

DETAILS REQUIRED:

- Proposed development tract size (in acres or any fraction thereof)
- Number of Lots, Blocks, & Reserves
- Is the proposed Development located within the floodplain? Yes or No
- Are any DISTRICT easements located within the Tract's boundaries and/or proposed Development? Please note that your proposed Development will likely require conveyance of additional easement or right-of-way to the DISTRICT. Once the application is submitted, please use the **"Communication Log"** feature to request additional details and information.
- Is the Proposed Development a Standalone Project or a Master Development with Multiple Projects?
- Legal Description (Recording information of Plat): Survey Name, Survey Number, & Abstract Number
- If Applicable Drainage Improvement(s):
 - Are you proposing drainage improvements? Yes or No
 - Total Tract Area (acres)
 - Total Impervious Area (Acres – including the area of the proposed detention basin)
 - Detention Volume Provided (acre-feet)
 - Detention Volume Ratio (acre-feet/acre)
 - Estimated Drainage Construction Cost (rounded to the nearest hundred)
- Is the application a revision to a previously approved permit? If yes, you will need to provide the previously approved DISTRICT permit number and description of the proposed construction scope changes.

DOCUMENTS REQUIRED:

1st Submittal:

- ☐ Copy of Preliminary Plat.
- ☐ Copy of 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 (DISTRICT); Pitts Road ditch (Waller County); 11th Street ditch (City of Brookshire)).
- ☐ *Additional Pertinent Document(s)

*To expedite the review and approval of your permit 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)).

Subsequent Submittals:

- ☐ Copy of Revised Preliminary Plat.
- ☐ Copy of Revised Preliminary Drainage Plans.
- ☐ Comment Response Narrative - please use the same PDF file received from the DISTRICT reviewer (preferred method - use different text color to respond) or a letter with responses to comments to explain revisions.
- ☐ Additional Pertinent Document(s) – see list above.

Application 11.A continued on next page.



**11.A TRACT DEVELOPMENT WITH PLATTING – PRELIMINARY PLAT & PRELIMINARY DRAINAGE PLANS
(CONTINUED)**

FEES REQUIRED:

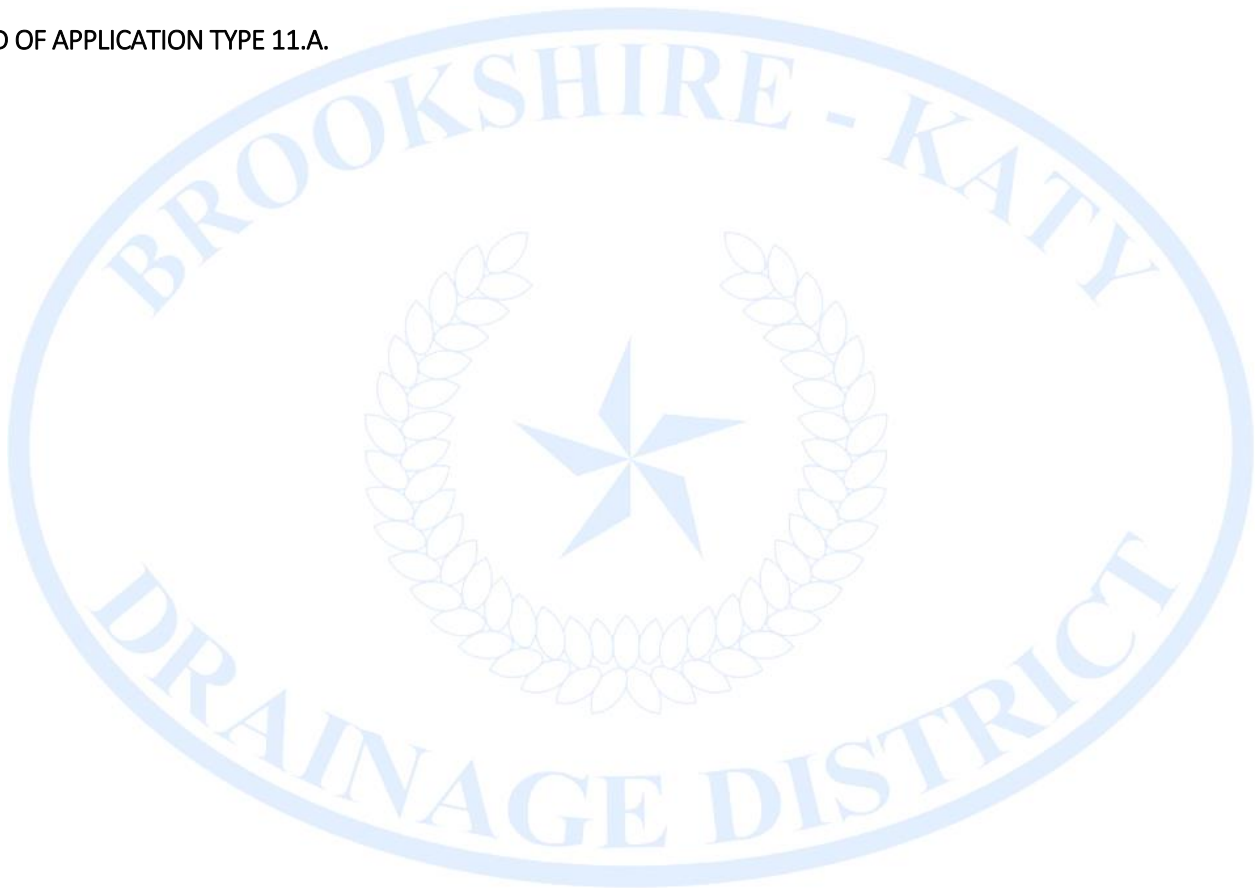
A. Base Application Fee = \$500.00

B. Permitting and Review Fee (2 Reviews) = \$35.00 per acre of the proposed development tract size - rounded to the nearest hundred, but max. \$2,500.00

FEE TOTAL FOR 11.A – TRACT DEVELOPMENT WITH PLATTING - PRELIMINARY PLAT (A + B): _____

If more than two preliminary plat reviews are required, the Applicant will be charged \$400 per additional review. 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.).

END OF APPLICATION TYPE 11.A.



11.B TRACT DEVELOPMENT WITH PLATTING – FINAL PLAT

Valid for Twelve (12) Months from the Date of Permit Approval

DETAILS REQUIRED:

- Proposed development tract size (in acres or any fraction thereof)
- Number of Lots
- Number of Blocks
- Number of Reserves
- Is the proposed Development located within the floodplain? Yes or No
- Are any DISTRICT easements located within the Tract's boundaries and/or proposed Development? Please note that your proposed Development will likely require conveyance of additional easement or right-of-way to the DISTRICT. Once the application is submitted, please use the **"Communication Log"** feature to request additional details and information.
- Is the Proposed Development a Standalone Project or a Master Development with Multiple Projects?
- Legal Description (Recording information of Plat): Survey Name, Survey Number, & Abstract Number
- Is the application a revision to a previously approved permit? If yes, you will need to provide the previously approved DISTRICT permit number and description of the proposed construction scope changes.

DOCUMENTS REQUIRED:

1st Submittal:

- ☐ Copy of the Final Plat.
- ☐ *Additional Pertinent Document(s):

*To expedite the review and approval of your permit package, please include all information deemed pertinent and beneficial to the general understanding of the proposed project/development (i.e.: (a) Previously approved permit, plats, etc.; (b) 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)).

Subsequent Submittals:

- ☐ Revised Final Plat sheets.
- ☐ Comment Response Narrative- please use the same PDF file received from the DISTRICT reviewer (preferred method- use different text color to respond) or a letter with responses to comments to explain revisions.
- ☐ Additional Pertinent Document(s) – see list above.

FEES REQUIRED*:

- A. Base Application Fee = \$500.00
- B. Permitting and Review Fee (2 Reviews) = \$10.00 per acre of the proposed development tract size - rounded to the nearest hundred, but max. \$1,000.00

FEE TOTAL FOR 11.B – TRACT DEVELOPMENT WITH PLATTING - FINAL PLAT (A + B)

If more than two final plat reviews are required, the Applicant will be charged \$400 per additional review. 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.).

END OF APPLICATION TYPE 11.B.



11.C TRACT DEVELOPMENT WITH PLATTING – FINAL DRAINAGE PLANS

Valid for Twelve (12) Months from the Date of Permit Approval

DETAILS REQUIRED:

- Total Tract Area (acres)
- Total Proposed Impervious Area (acres – includes the area of the detention basin)
- Detention Volume Provided (acre-feet)
- Detention Volume Ratio (acre-feet/acre)
- Are any DISTRICT easements located within the Tract's boundaries and/or proposed Development?
- Total Fill Volume (cubic yards)
- Total Excavated Volume (cubic yards)
- Name and Phone Number of Excavated Material Hauler
- Estimated Drainage Construction Cost (rounded to the nearest hundred)
- Is the proposed Development located within the floodplain? Yes or No
- Is the Proposed Development a Standalone Project or a Master Development with Multiple Projects? Are you proposing stormwater detention facilities? **If yes, a Detention Facility Maintenance Agreement (DFMA) application will need to be submitted through the Portal (see item 10 on page 13). Refer to the DISTRICT's website for additional details and required information.**
- Is the application a revision to a previously approved permit? If yes, you will need to provide the previously approved DISTRICT permit number and description of the proposed construction scope changes.

DOCUMENTS REQUIRED:

1st Submittal:

- ☐ Copy of Final Drainage Plans showing the service area with flow paths and calculations of existing vs. proposed runoff and detention capacity. Provide information on the receiving stream, outfall, detention, and the associated public entity with the jurisdiction (i.e., FM 359 roadside ditch (TxDOT); East Fork of Brookshire Creek (DISTRICT); Pitts Road ditch (Waller County); 11th Street ditch (City of Brookshire)).
- ☐ Preliminary drainage construction cost estimate using the unit price method (must include interim seal with PE name & number) - used to determine preliminary permitting fees. **Please refer to the "Drainage Improvements Cost – Clarification" document, which is available on the DISTRICT's website. While submission of the signed acknowledgment page is not required with your 1st Submittal, it will be necessary with your Final Submittal (after the completion of engineering reviews) and before the application is placed on the agenda for Board approval.**
- ☐ *Additional Pertinent Document(s)

*To expedite the review and approval of your permit 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), (c) Drainage report and EPA SWMM/HEC-RAS models), and/or (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)).

Subsequent Submittals:

- ☐ Revised Final Drainage Plans.
- ☐ Comment Response Narrative - please use the same PDF file received from the DISTRICT reviewer (preferred method - use different text color to respond) or a letter with responses to comments to explain revisions.
- ☐ Additional Pertinent Document(s) – see list above.

Application 11.C continued on next page.



11.C TRACT DEVELOPMENT WITH PLATTING – FINAL DRAINAGE PLANS (CONTINUED)

Final Submittal (Prior to being placed on the Agenda for Board Review & Approval):

- ☐ Final drainage construction cost estimate using the unit price method (must include seal with PE name & number) - used to determine final permitting fees. **Please refer to the “Drainage Improvements Cost – Clarification” document**, which is available on the DISTRICT’s website. **Submission of the signed acknowledgment page is MANDATORY with this Submittal** and before the application is placed on the agenda for Board approval.
- ☐ If the proposed outfall is NOT discharging to one of the DISTRICT owned channels, please provide a statement/ capacity letter from the governing entity with the jurisdiction (i.e., water district) over the Development’s drainage and detention facilities to certify the following:
 - o Confirmation they have reviewed the plans and have no objection to the proposed scope of work.
 - o Confirmation that detention and outfall capacity for the Atlas 14 100-yr runoff are in place and available to serve the proposed Development.
- ☐ (if required) Written Agreement by the adjoining landowner(s) for fill closer than ten (10) feet or for excavations closer than twenty (20) feet plus twice the depth of the excavation from the property lines.
- ☐ (if required) Executed Detention Facilities Maintenance Agreement (DFMA) (see item 10 on page 12). Refer to the DISTRICT’s website for additional details and required information.
- ☐ (if required) Bond, cash, or irrevocable letter of credit.
- ☐ Additional Pertinent Document(s) – see list above.

FEES REQUIRED*:

Permitting and Review Fee included with Final Plat (2 Reviews) = \$0.00

A.1 If Estimated Drainage Construction Cost is < \$300,000.00 = \$500.00

A.1 If the Estimated Drainage Construction Cost is ≥ \$300,000.00 = 0.75% of Drainage Construction Cost (rounded to the nearest hundred)

FEE TOTAL FOR 11.C – TRACT DEVELOPMENT WITH PLATTING – Final Drainage Plans (A.1 OR A.2)

If more than two final drainage plan reviews are required, the Applicant will be charged \$500 per additional review. 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.).

END OF APPLICATION TYPE 11.C.



12. REVISIONS TO A PERMIT 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.

