

## **Brazoria Drainage District No. 4 Guidelines for Plan and Plat submittals**

**Review Fee** – No submittal will be reviewed until the District has confirmed that the required review fee has been paid. The review fee is based upon the type of submittal being made. The acreage of the property, number of lots, and other factors are used to determine the amount of the fee. A fee schedule is available at: <http://www.bdd4.org/rrandg.htm> for your review. Contact Andrea Broughton, Brazoria Drainage District No. 4 (281) 485-1434 to determine the amount of the fee.

The review fee should be made payable to Brazoria Drainage District No. 4 and sent to

Kimberley Woodall  
Brazoria Drainage District No. 4  
4813 W Broadway  
Pearland, Texas 77581

Be sure to include your completed Plat and Plan Review Submittal Application with the check. This document can be found at: <http://www.bdd4.org/rrandg.htm>.

**Rules, Regulations, and Guidelines** – The Engineer / Surveyor is strongly encouraged to download and review this document, which is available for download at: <http://www.bdd4.org/rrandg.htm>.

**Review Process** – All plans and plats submitted for review must go through a Preliminary and Final review. Please read below to understand how this two-step process works.

**Preliminary Review / Approval** – For Preliminary Drainage Plans, the Engineer is encouraged to review the checklist shown on page 12 in the rules referenced above. Similarly, there is a checklist for Preliminary Plats on page 14. Submit one (1) full set of the plan / plat (22" x 34" sheets) to:

Andrea Broughton  
Brazoria Drainage District No. 4  
4813 W Broadway  
Pearland, Texas 77581

The reviewer should include his complete contact information including mailing address and email address with this preliminary submittal. Review letters are generally sent by US Mail and email if the correct contact information is provided with the submittal.

Once the review letter is received, the Preliminary Drainage Plan / Preliminary Plat must be resubmitted for approval. Only after an approval letter for the Preliminary Drainage Plan / Preliminary Plat has been received may the Engineer / Surveyor submit the Final Drainage Plan / Final Plat. Pay careful attention to the instructions on the review letters which include information about how many copies to submit.

**Final Review / Approval** – For Final Drainage Plans, the Engineer is encouraged to review the checklist shown on page 18 in the rules referenced above. Similarly, there is a checklist for Preliminary Plats on page 21. Submit one (1) full set of the plan / plat (22” x 34” sheets) to

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Once the review letter is received, the Final Drainage Plan / Final Plat must be resubmitted for approval. Only after an approval letter for the Final Drainage Plan / Final Plat has been written will any item be eligible for placement on the meeting agenda for final consideration and approval by the Board of Commissioners.

The Board of Commissioners meets only once per month, so timely submittals are very important. Pay careful attention to the instructions on the review letters which include information about how many copies to submit and a reminder regarding the deadline to receive approval from the District Engineer in order to make the next meeting agenda.

**District Meetings** – Brazoria Drainage District No. 4 holds its meeting on the first Tuesday of each month at 9 am in the office of the District, 4813 W Broadway Pearland, Texas 77581. Due to the requirements of the open meetings act and District policy, an agenda must be posted to the public before each meeting is held. For this reason, late submittals will not be presented to the Board of Commissioners for approval.

This is a public meeting and anyone is welcome to attend. Any Engineer / Surveyor who has an item on the agenda for consideration by the Board of Commissioners is encouraged to be present at the meeting.

After each meeting, any item(s) that were approved by the Board of Commissioners will be signed by the District Engineer and a representative of Brazoria Drainage District No. 4. This signed copy of the plan / plat is what is required by the City / County in order to obtain a permit.

The Engineer / Surveyor is therefore encouraged to bring an extra copy of the plan / plat to the District meeting that he / she can get signed and keep for their records. All copies of the plans / plats submitted to the District prior to this meeting are kept for the District's records.

*The Engineer / Surveyor bears the responsibility for meeting all of the requirements of the District and confirming meeting / deadline dates which may change from time to time.*