



Follow this procedure for obtaining Preliminary Plat approval only if another agency requires Preliminary Plat approval from the District to continue forward in that other agencies review process. Otherwise proceed directly to the Final Plat review and approval process.

PRELIMINARY PLAT OVERVIEW

1

Introduction:

Certain governmental entities within the jurisdiction of the District require Preliminary Plat approval from the District. In these instances, a Preliminary Plat must be submitted to the District.

2

Recommended Consultation Meeting:

A consultation with the District Engineer regarding any required drainage or access easement dedications is strongly recommended in advance of beginning the platting process.

3

MyGov Portal:

To make an application, an Applicant must first create a MyGov account and access the Brazoria Drainage District No. 4 [portal](#).

4

Submittal:

Fill out the application form, upload the Plat and any supporting documents, and submit online using MyGov.

5

Application Review:

Within a few days of submitting online, District Staff will review the application for completeness and issue an invoice for any application or review fees.

6

Pay Invoice:

After being notified by MyGov, the Applicant pay the invoice. No further action will be taken on the application until the District has received the required fees.

7

Engineer Review:

The District Engineer will complete a technical review of the Preliminary Plat and any other supporting documentation. In some instances, the Applicant may be required to address review comments or provide additional information.

8

Plat Approval:

When the District determines that the Preliminary Plat conforms to all District criteria, approval will be given. District Staff approves a Preliminary Plat. An approval letter will be issued to the Applicant upon written request to the District.

See the following pages for detailed instructions and criteria.



Brazoria Drainage District No. 4

A Political Subdivision of the State of Texas

Procedure for Preliminary Plat Submittals at BDD # 4

Introduction

Certain governmental entities within the jurisdiction of the DISTRICT require Preliminary Plat approval from the DISTRICT. In these instances, a Preliminary Plat must be submitted to the DISTRICT. If the plat is being required by any agency due to proposed development on site, a Preliminary Drainage Plan shall accompany the Preliminary Plat submittal.

If no other agency requires Preliminary Plat approval by the DISTRICT, the Applicant may proceed directly to Final Plat review and approval.

Recommended Consultation Meeting

The DISTRICT requires fee strips or easements in all developments within DISTRICT jurisdiction for the purpose of allowing the DISTRICT access to and maintenance of the DISTRICT's drainage facilities in accordance with the DISTRICT's Flood Protection Plan and Master Drainage Plan.

A consultation with the District Engineer regarding any required drainage or access easement dedications is strongly recommended in advance of beginning the platting process.

Procedure

NOTE – This application includes a requirement to upload Plat sheets and other relevant attachments. A list of the minimum requirements for a plat are included later in this document. Be sure to have those items ready prior to initiating this process.

1. All applications must be made online using the [MyGov portal](#).
2. All Applicants must have a collaborator account to file an application in MyGov. This [video](#) will assist new Applicants with creating a MyGov account.
3. Click "Create New Project".

A screenshot of a green button with a white plus sign and the text "Create New Project" in white. The button is set against a light blue background.

4. For the Project Template, select "Plat Submittal".
5. Fill in the project information form.

The District website can be found at www.bdd4.org

6. Enter the Project Description. Be descriptive and specific.
7. Enter the Surveyor and Developer information.
8. Enter the Location information. If you have difficulty in entering the location, please refer to this [FAQ document](#).
9. Select an Applicant. NOTE – The email address you provide is the one that MyGov will send notifications to.
10. Click “Create Project”
11. Upload Plan(s) - Plat. This is the part of the application where you upload the Plat. A single PDF file is recommended. This PDF file can contain multiple pages. Pages should be 22” x 34” per District criteria. After selecting the sheet(s) click “continue”.
12. Upload Plan(s) – Support Documents. This is the part of the application where you upload any supporting documentation. This might include an easement document or title report as an example. You are also required to provide a DWG file. The DWG file must be converted to ZIP in order to upload. After selecting the various files click “continue”.
13. The next step in this process is to stage the sheets. “Staging” is where you provide a unique Sheet ID for each sheet of the plat. In future resubmittals, the Sheet IDs in the second submission (resubmittals) have to match exactly the ones used in the initial submission. This is how MyGov will know which version 2 of a given sheet replaces the previous version of the same sheet. After staging the sheets, click “continue”. Next click “submit plans”. Your initial application is now complete.
14. Within a few business days, District Staff will review the application for completeness and issue an invoice for the application fee. The Applicant (selected in Step 9 above) will receive notifications. The Applicant is responsible for monitoring their application in MyGov and any alerts regarding status changes. Further review of the request will not take place until any required fees have been paid.
15. After any fees have been paid, the District Engineer and Staff will review the submission. The District has up to 10 business days to review the submittal. The Application will be notified when the review is complete. If the Applicant does not receive a notification within 10 business days, it is recommended that the Applicant contact the District office to inquire about the status. The Applicant will be able to see “items required” status when the review is complete.
16. After the District Engineer has completed his review and found it to be in conformance with District criteria, a letter can be issued by the District to the Applicant as needed to progress with the review processes of other agencies. This letter will only be provided upon written request. District Staff can approve a Preliminary Plat. Board approval is only required for Final Plat approval.

Section 9 – Preliminary Plat from the District’s Rules, Regulations, and Guidelines is provided in the following pages. This includes some of the specific minimum requirements for obtaining Preliminary Plat approval.

SECTION 9 – PRELIMINARY PLAT

A. INTRODUCTION

Certain governmental entities within the jurisdiction of the DISTRICT require Preliminary Plat approval from the DISTRICT. In these instances, a Preliminary Plat must be submitted to the DISTRICT. If the plat is being required by any agency due to proposed development on site, a Preliminary Drainage Plan shall accompany the Preliminary Plat submittal. If no other agency requires Preliminary Plat approval by the DISTRICT, the Applicant may proceed directly to Final Plat review and approval.

B. REQUIREMENTS

The current process for obtaining Preliminary Plat review and approval will be shown on the DISTRICT website or provided on request by the DISTRICT office.

The Preliminary Plat must meet the following minimum requirements:

1. Title the submittal as “Preliminary Plat”.
2. Use standard engineering scales. Identify the drawing scale and include a scale bar on each sheet. The plat must be clear and legible. Decrease the plat scale and use match lines as needed to ensure compliance with this requirement.
3. Identify the Owner or Developer on the plat. Include the company or entity name, individual contact person, address, and phone number for the Owner or Developer.
4. Identify the Surveyor on the cover sheet. Include the company name, address, phone number, and name of the Surveyor.
5. Show the submittal date and the date of all revisions on the plans including the month, day, and year.
6. Provide a location or vicinity map on the cover sheet drawn to scale. Clearly show the limits of the tract in relation to nearby streets and DISTRICT facilities.
7. Locate and show all drainage facilities adjacent to or within the subject tract as determined by actual, recent, on the ground survey. For DISTRICT facilities, show the high banks, toe of slopes, centerline, flowline, and static water level. Survey shall have been complete within the past year and start 200 feet upstream of and end 200 feet downstream of the subject tract. For roadside ditches, show the first box or pipe culvert upstream and downstream of the subject tract including the flowline elevation and diameter. *This item is required for the first submittal only for the purpose of determining where proposed drainage or storm sewer easements are needed.*

8. Under separate cover, submit a Preliminary Drainage Plan prepared by an Engineer for review and approval by the DISTRICT. See Section 6 and Section 7 for additional requirements. DISTRICT approval of the Final Drainage Plan will be a prerequisite for receiving DISTRICT approval of the Final Plat. With this in mind, the DISTRICT recommends submitting the Drainage Plan at the earliest opportunity.
9. Show and dimension all existing and proposed drainage, storm sewer, and access easements. When subdividing land, account for the different ownership of lots and reserves. Show drainage and / or storm sewer easements allowing each lot or reserve to drain to the detention pond or outfall in perpetuity. Contact the DISTRICT Engineer to determine the ultimate drainage easement width and the need for access easements for any DISTRICT facilities within or adjacent to the subject tract.
10. Provide a flood statement on the face of the plat. Include the current effective FIRM panel number and the effective date. Show and label the limits of the floodway and the 100-year floodplain (if any) as scaled from the current FIRM. If none exists, add a note stating that the subject tract lies entirely outside the 100-year floodplain.
11. Provide the adjoiner data including the names of adjacent property owners. Alternatively, show section, lot, and block numbers in adjacent residential subdivisions.
12. Provide a table requiring specific minimum finish floor heights for each reserve or single-family residential lot. List specific minimum elevations for each residential lot and not general criteria. The finish floor elevations shall be on the same datum as the effective FEMA floodplain map for the tract.
13. Show a detention reserve and 20' wide unobstructed access path to a public road right-of-way in accordance with DISTRICT requirements for any proposed detention pond which will serve two or more properties now or in the future.
14. All plat submittals must conform to the Texas Board of Professional Land Surveying rule 663.18.

C. APPROVAL

DISTRICT Staff will give Preliminary Plat approval if the submittal is found to be in general conformance with the DISTRICT's Rules, Regulations, & Guidelines, Flood Protection Plan, and Master Drainage Plan (if applicable).

The approval of a Preliminary Plat is not approval to begin the recordation process. The Applicant must still submit a Final Plat to the DISTRICT for review and approval.

The approval of a Preliminary Plat is not a promise of future Final Plat approval. This is particularly true for projects including Requests for Variance or otherwise proposing to deviate from DISTRICT criteria in any way.

DISTRICT approval of a Preliminary Plat does not relieve the Applicant of the responsibility for obtaining the approval of other agencies or third parties.

See Section 12 – Expiration of Approvals.

D. DENIAL

In the event that the DISTRICT denies approval of the Preliminary Plat, the DISTRICT shall provide the Applicant with a written letter and / or plat markup within three business day identifying the parts of the submittal which are not in compliance with the DISTRICT's Rules, Regulations, and Guidelines, Flood Protection Plan, or Master Drainage Plan.

E. APPEAL

In the event that the DISTRICT denies approval of a Preliminary Plat, the Applicant may appeal such denial in accordance with the procedures set forth in these Rules, Regulations, and Guidelines.