



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.

FINAL PLAT OVERVIEW

1

Introduction:

Certain governmental entities within the jurisdiction of the District require Final Plat approval from the District. A Drainage Plan must be provided with any Plat unless the District Engineer deems it unnecessary. Board approval of the Final Drainage Plan will otherwise be a prerequisite to Board approval of the Final Plat.

2

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 Final Plat and any other supporting documentation. In some instances, the Applicant may be required to address review comments or provide additional information.

8

Board Eligible:

When the Applicant sees a "Board Eligible" notification, this means that the District Engineer and Staff have completed the review. This request will now be placed on an upcoming meeting agenda. Meeting dates are [here](#).

9

Board Approval:

Only the Board of Commissioners can approve or deny the Final Plat.

See the following pages for detailed instructions and criteria.



Brazoria Drainage District No. 4

A Political Subdivision of the State of Texas

Procedure for Final Plat Submittals at BDD # 4

Introduction

Certain governmental entities within the jurisdiction of the DISTRICT require Final Plat approval from the DISTRICT. A Drainage Plan must be provided with any Plat unless the DISTRICT Engineer deems it unnecessary. Board approval of the Final Drainage Plan will otherwise be a pre-requisite to Board approval of the Final Plat.

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".



+ Create New Project

4. For the Project Template, select "Plat Submittal".
5. Fill in the project information form.
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 Applicant 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, the item will be forwarded to District Staff for placement on an upcoming meeting agenda. District meetings typically occur on the first Tuesday of the month. Click [here](#) for a current list of meeting dates and submittal deadlines.

Section 10 – Final 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 Final Plat approval.

SECTION 10 – FINAL PLAT

A. INTRODUCTION

Certain governmental entities within the jurisdiction of the DISTRICT require Final Plat approval from the DISTRICT. In these instances, a Final Plat must be submitted to the DISTRICT. Requirements may be further outlined in Interlocal Agreements with those agencies who have overlapping jurisdiction. A Drainage Plan must be provided with any Plat unless the DISTRICT Engineer deems it unnecessary. Board approval of the Final Drainage Plan will otherwise be a pre-requisite to Board approval of the Final Plat.

B. REQUIREMENTS

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

The Final Plat must meet the following minimum requirements:

1. Title the submittal as “Final 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. Update this information with each resubmittal and revision.
6. Provide a location or vicinity map on the cover sheet drawn to scale. Clearly show the limits of the property in relations to nearby streets and DISTRICT facilities.
7. Provide a benchmark and reference benchmark which includes the datum and year of adjustment. All projects must be tied vertically to a DISTRICT or City benchmark. Provide an adjustment from the project datum to the datum of the current effective FIRM panel when the two datums are different.
8. Show the standard DISTRICT notes on the plat. Show the additional DISTRICT notes as required when dedicating drainage easements by plat. The DISTRICT notes can be found on the DISTRICT website or obtained in person at the DISTRICT office.

9. Show the DISTRICT signature block on the plat. Include the DISTRICT REF ID# in the space provided.
10. 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, flowline, centerline, Ditch ID #, 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.*
11. Under separate cover, submit a Final Drainage Plan prepared by an Engineer for review and approval by the DISTRICT for review and approval. 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.

Note - For a plat of one single family lot which does not propose to subdivide a larger tract into three or more lots, the Applicant will not be required to submit a Drainage Plan with the Plat.

12. 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.
13. 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.
14. Provide the adjoiner data including the names of adjacent property owners. Alternatively, show section, lot, and block numbers in adjacent residential subdivisions.
15. Provide a table requiring specific minimum finish floor heights for each reserve or single-family residential lot. List specific minimum elevations and not general criteria. The finish floor elevations provided shall be on the same datum as the effective FEMA floodplain map.
16. 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.
17. Show a detention reserve and 20' wide unobstructed access path in accordance with DISTRICT requirements for any proposed detention pond which will serve two or more properties now or in the future.

18. Add a note on the plat for each approved Request for Variance and the date of Board approval.
19. All plat submittals must conform to the Texas Board of Professional Land Surveying rule 663.18.
20. Provide an AutoCAD (DWG) file for the plat to the DISTRICT. See the DISTRICT website or contact the DISTRICT office for the current requirements and submittal process.

C. APPROVAL

The Board will grant Final Plat approval at a DISTRICT meeting if the submittal is found to be in conformance with the DISTRICT's Rules, Regulations, & Guidelines, Flood Protection Plan, and Master Drainage Plan (as applicable).

DISTRICT approval of a Final 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 Final Plat, the DISTRICT shall provide the Applicant with a written letter and / or plat markup within three business days 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 Final Plat, the Applicant may appeal such denial in accordance with the procedures set forth in these Rules, Regulations, and Guidelines.

F. SIGNATURES ON MYLAR

The Applicant is encouraged to bring the original mylar of the plat to the DISTRICT meeting on the day of Board approval. If the original mylar is not ready for signatures on the day of the DISTRICT meeting, the Applicant may drop off the original mylar and the BDD # 4 Signature Request Form at the DISTRICT office. The Applicant will be notified when the mylar is signed and ready for pickup. The Signature Request Form can be obtained on the DISTRICT website or in person at the DISTRICT office.