



Phased development on tracts that are 50 acres or larger require a Board approved Master Development Plan as a pre-requisite to receiving approval for Plats or Plans for the individual phases of development.

MASTER DEVELOPMENT PLAN OVERVIEW

1

Introduction:

The Master Development Plan presents the Applicant's proposed layout for a phased development on larger tracts of land. For the purposes of the DISTRICT, the Master Development Plan will ensure continuity of the completed detention and drainage system and may also include the incorporation of DISTRICT facilities into the development.

2

Consultation Meeting:

If needed, the Applicant (or designee) may request a consultation with the District Engineer regarding any project prior to initiating modeling and analysis. This meeting is strongly recommended for Applicants who have never worked in BDD # 4.

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 Master Development Plan 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 Master Development Plan 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 Master Development Plan

See the following pages for detailed instructions and criteria.

No Final Drainage Plan or Final Plat will be approved if it does not conform to the Board approved Master Development Plan. Changes to the Master Development Plan require Board approval.



Brazoria Drainage District No. 4

A Political Subdivision of the State of Texas

Procedure for Master Development Plan Submittals at BDD # 4

Introduction

The Master Development Plan presents the Applicant's proposed layout for a phased development on larger tracts of land. For the purposes of the DISTRICT, the Master Development Plan will ensure continuity of the completed detention and drainage system and may also include the incorporation of DISTRICT facilities into the development. This plan will also show proposed drainage easements and access points for DISTRICT owned or maintained drainage facilities.

Phased development on tracts that are 50 acres or larger require a Board approved Master Development Plan as a pre-requisite to receiving approval for Plats or Plans for the individual phases of development.

Recommended Consultation Meeting

A consultation with the District Engineer is strongly recommended to verify the required drainage easement and access easement locations for District facilities prior to initiating planning and design.

Procedure

NOTE – This application includes a requirement to upload Master Development Plan and other relevant attachments. A list of the minimum requirements for a Master 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 "Master Development Plan".
5. Fill in the project information form.
6. Enter the Project Description. Be descriptive and specific.
7. Enter the Engineer 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) – Master Development Plan. This is the part of the application where you upload the Master Development Plan. A single PDF file is recommended. This PDF file can contain multiple pages. 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. You are also required to provide a DWG files. This 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 Master Development Plan. 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. Master Development Plans require Board approval. Within three business days of approval by the Board at a DISTRICT meeting, the DISTRICT will provide a copy of the stamped and signed report to the Applicant as evidence of approval.

No Final Drainage Plan or Final Plat will be approved if it does not conform to the Board approved Master Development Plan. Changes to the Master Development Plan require Board approval.

Section 5 – Master Development Plan from the District’s Rules, Regulations, and Guidelines is provided in the following pages. This includes some of the specific minimum requirements for obtaining Master Development Plan approval.

SECTION 5 – MASTER DEVELOPMENT PLAN

A. INTRODUCTION

The Master Development Plan presents the Applicant’s proposed layout for a phased development on larger tracts of land. For the purposes of the DISTRICT, the Master Development Plan will ensure continuity of the completed detention and drainage system and may also include the incorporation of DISTRICT facilities into the development. This plan will also show proposed drainage easements and access points for DISTRICT owned or maintained drainage facilities.

B. APPLICABILITY

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C. REQUIREMENTS

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

The Master Development Plan for phased projects within the DISTRICT must meet the following minimum requirements:

1. Use standard engineering scales. Identify the drawing scale and include a scale bar on each plan sheet. The plan must be clear and legible. Decrease the plan scale and use match lines as needed to ensure compliance with this requirement.
2. Identify the Owner or Developer on the plan. Include the company or entity name, individual contact person, address, and phone number for the Owner or Developer.
3. Identify the Engineer or Planner on the plan. Include the company name, Firm registration number (if applicable), address, phone number, and name of the Engineer or Planner.
4. Show the submittal date and the date of all revisions on the plan including the month, day, and year. Update this information with each resubmittal or revision.
5. Provide a location or vicinity map on the plan drawn to scale. Clearly show the project limits in relation to nearby streets and DISTRICT facilities.
6. Provide the DISTRICT Signature Block.

7. Put the following note directly beneath the DISTRICT Signature Block:

“Approval of this Master Development Plan is not approval to begin construction or development activities on site. The Applicant must still submit Drainage Plans and / or Plats to the DISTRICT for review and approval. The approval signatures on this Master Development Plan are not a promise of future Drainage Plan or Plat approval.”

8. Show the proposed development plan in a general manner. Identify each reserve and its intended use. Identify the anticipated phases of development. Additionally, show proposed residential areas and roadways. For each detention reserve, provide the approximate acreage, approximate detention volume proposed, and approximate floodplain volume proposed.
9. Provide a preliminary detention summary. For each phase of development, show the approximate acreage, detention volume required, and floodplain volume required. Include the overall detention rate provided (exclusive of floodplain mitigation) in this summary.
10. Show and label existing on-site utilities, pipelines, etc. in a general manner and their respective easements and / or fee strips.
11. Show and label existing DISTRICT facilities in a general manner and their respective ultimate easements as per the DISTRICT’s current Master Drainage Plan or Flood Protection Plan. Additional access points from public road rights-of-way to DISTRICT facilities may also be required and should be shown on the Master Development Plan. Contact the DISTRICT Engineer to determine the ultimate drainage easement width and the need for access points (if any) for DISTRICT facilities within or adjacent to the subject tract.
12. Show and label the 100-year floodplain and floodway in an approximate manner on the plan. Alternatively, add a statement on the plan that the entire development is outside of the 100-year floodplain.
13. Identify adjacent, offsite areas. Show the direction of existing runoff for those adjacent areas and show the proposed plan for routing those flows through or around the proposed development to ensure no adverse impact will occur to those adjacent sites.

D. APPROVAL

The DISTRICT will give approval to the Master Development Plan if:

1. There is reasonable assurance that the Master Development Plan as shown in a general manner will cause no proposed increase in the 2-year, 10-year, and 100-year peak discharge from the subject tract and no increase in the 2-year, 10-year, and 100-year water surface elevation in the affected drainage artery; OR
2. There is reasonable assurance that the Master Development Plan as shown in a general manner will detain the proposed peak discharge to eliminate any increases in the 2-year, 10-year, and 100-year peak runoff leaving the site through the use of proposed detention and a restrictor on the subject tract.

3. There is reasonable assurance that the Master Development Plan as shown in a general manner will address offsite drainage deficiencies in the downstream channel or drainage structure which will carry the additional load resulting from development of the subject tract to a regional detention facility.
4. The requisite ultimate drainage easements and access easements are properly shown on the Master Development Plan.

Master Development Plans require Board approval. Within a short time of approval by the Board at a DISTRICT meeting, the DISTRICT will provide a copy of the Master Development Plan with an approval stamp.

The approval of a Master Development Plan is not approval to begin construction or development activities on site. The Applicant must still submit Drainage Plans and / or Plats to the DISTRICT for review and approval.

The approval of a Master Development Plan is not a promise of future Drainage Plan or 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 Master Development Plan does not relieve the Applicant of the responsibility for obtaining the approval of other agencies or third parties.

See Section 12 – Expiration of Approvals.

E. DENIAL

In the event that the DISTRICT denies approval of the Master Development Plan, the DISTRICT shall provide the Applicant with a written letter and / or plan markup identifying the parts of the project which are not in compliance with the DISTRICT's Flood Protection Plan and / or Rules, Regulations, and Guidelines.

F. APPEAL

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