



Preliminary Drainage Plan review and approval is not required by the District. Follow this process only if it is needed in connection with the review and approval processes of other agencies.

PRELIMINARY DRAINAGE PLAN

1

Introduction:

In some instances, the review and approval processes of other agencies may require that the Engineer show evidence of Preliminary Drainage Plan approval from the DISTRICT. Preliminary Drainage Plan review and approval (when needed) will be completed by the DISTRICT Engineer and Staff and does not require Board approval.

2

Consultation Meeting:

If needed, the Applicant (or designee) may request a consultation with the District Engineer regarding any project prior to initiating planning or design. 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 Drainage 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 Preliminary Drainage Plan and any other supporting documentation. In some instances, the Applicant may be required to address review comments or provide additional information.

8

Approval:

Preliminary Drainage Plans do not require Board approval. Written notification of Preliminary Drainage Plan approval will be provided to the Applicant upon request.

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 Drainage Plan Submittals at BDD # 4

Introduction

In some instances, the review and approval processes of other agencies may require that the Engineer show evidence of Preliminary Drainage Plan approval from the DISTRICT. Preliminary Drainage Plan review and approval (when needed) will be completed by the DISTRICT Engineer and Staff and does not require Board approval.

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

Recommended Consultation Meeting

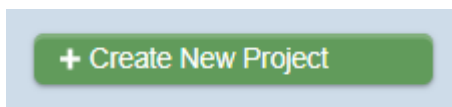
The Preliminary Drainage Plan shall show the ultimate drainage easement and access point locations for any DISTRICT owned and / or maintained drainage ditches and channels.

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

Procedure

NOTE – This application includes a requirement to upload Preliminary Drainage Plan sheets and other relevant attachments. A list of the minimum requirements for a Preliminary Drainage Plan 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”.



4. For the Project Template, select “Drainage Plan Submittal”.
5. Fill in the project information form.
6. Enter the Project Description. Be descriptive and specific.
7. Enter the Engineer and Developer information.

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

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) – Preliminary Drainage Plan. This is the part of the application where you upload the Preliminary Drainage Plan. 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 a previously approved Drainage Plan or Detention Service Map 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 drainage 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. Preliminary Drainage Plans do not require Board approval. Written notification of Preliminary Drainage Plan approval will be provided to the Applicant upon request. In some instances, another agency with overlapping jurisdiction may require that the Applicant furnish evidence of Preliminary Drainage Plan approval from the DISTRICT as a pre-requisite for continuing through that agency’s review and approval process. Contact the DISTRICT office as needed to obtain documentation of Preliminary Drainage Plan approval.

Section 6 – Preliminary Drainage 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 Preliminary Drainage Plan approval.

SECTION 6 – PRELIMINARY DRAINAGE PLAN

A. INTRODUCTION

In some instances, the review and approval processes of other agencies may require that the Engineer show evidence of Preliminary Drainage Plan approval from the DISTRICT. Preliminary Drainage Plan review and approval (when needed) will be completed by the DISTRICT Engineer and Staff and does not require Board approval.

The Preliminary Drainage Plan shall present the Applicant’s overall approach to moving storm water runoff from the development to the appropriate drainage artery without an adverse impact occurring downstream. In particular, the Preliminary Drainage Plan must show the detention system (where applicable) and the proposed outfall for discharging the runoff downstream. The Preliminary Drainage Plan shall include the approximate detention volume, the sizing of the restrictor, and downstream outfall. Additionally, the Preliminary Drainage Plan shall show the ultimate drainage easement and access point locations for any DISTRICT owned and / or maintained drainage ditches and channels.

The DISTRICT Engineer and Staff will have up to **10 business days** to review a Preliminary Drainage Plan submittal.

B. REQUIREMENTS

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

The Preliminary Drainage Plan for construction or development within the DISTRICT must meet the following minimum requirements:

1. Construction plan sheets must be 22” x 34”. Contact the DISTRICT office to discuss any requirements of other agencies with jurisdiction *prior to* preparing engineering plans with alternate sheet sizes.
2. Each set of construction plans shall include a sheet which is labeled “Drainage Plan”.
3. Use standard engineering scales. Identify the drawing scale and include a scale bar on each plan sheet. The plans must be clear and legible. Decrease the plan scale and use match lines as needed to ensure compliance with this requirement.
4. Identify the Owner or Developer on the cover sheet. Include the company or entity name, individual contact person, address, and phone number for the Owner or Developer.
5. Identify the Engineer on the cover sheet. Include the company name, Firm registration number, address, phone number, and name of the Engineer.
6. 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.
7. Provide a location or vicinity map on the cover sheet drawn to scale.

8. Identify privately held easements and / or fee strips, existing utilities and / pipelines, potential conflicts, and proposed work requiring approval of those easement holders or property owners.
9. Provide existing topographic contour lines based upon current elevation data. The use of 0.5' contour intervals is preferred. The contour lines must clearly illustrate the topography of the existing elevations on site. A minimum of two contour lines are required.
10. Identify adjacent, offsite areas. Show the direction of existing runoff for those adjacent areas and show the proposed plan for routing offsite flow through or around the proposed development to ensure no adverse impact will occur to those adjacent sites.
11. Provide representative cross sections of proposed detention ponds and ditches. Ensure that an adequate amount of space on site has been set aside for these facilities.
12. Identify drainage area divides including off-site areas which drain toward the project limits. Provide adequate assurance that off-site areas will not be adversely impacted by development. Show conceptually how off-site flow will be routed through or around the proposed development.
13. Identify any required drainage easements and access easements for DISTRICT. Contact the DISTRICT Engineer to verify what easements will be required.
14. Show the detention calculations in accordance DISTRICT requirements including the detention pond service area, the detention amount required, and the detention amount provided. For phased projects, provide a detention service area map sheet including the detention required and detention provided ledgers from the Board approved Drainage Impact Analysis.
15. Identify the proposed outfall and restrictor. Include dimensions.
16. Provide a statement on the plans that the downstream pipe, ditch, or system which will receive runoff will not be adversely impacted.
17. Identify existing and proposed improvements on the plans.
18. Show and label all proposed drainage improvements within the subject tract including general sizing information.
19. A Professional Engineer registered in the State of Texas must put their interim review stamp, and the date on all plan sheets.

C. APPROVAL

The DISTRICT will give approval to the Preliminary Drainage Plan if:

1. There is adequate assurance that there will be 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 peak discharge or water surface elevation in the affected drainage artery;
OR

2. Adequate provisions are shown to detain the proposed peak discharge which would 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 adequate assurance that offsite drainage deficiencies in the downstream channel or drainage structure will be corrected or improved (at the Developer's expense) to carry the project additional load resulting from the subject tract to a regional detention facility.

Preliminary Drainage Plans do not require Board approval. Written notification of Preliminary Drainage Plan approval will be provided to the Applicant upon request. In some instances, another agency with overlapping jurisdiction may require that the Applicant furnish evidence of Preliminary Drainage Plan approval from the DISTRICT as a pre-requisite for continuing through that agency's review and approval process. Contact the DISTRICT office as needed to obtain documentation of Preliminary Drainage Plan approval.

The approval of a Preliminary Drainage Plan is not approval to begin construction or development activities on site. The Applicant must still submit a Final Drainage Plan to the DISTRICT for review and approval.

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

If for any reason the Applicant does not need documentation of Preliminary Drainage Plan approval, they may bypass the Preliminary Drainage Plan approval step and proceed directly to Final Drainage Plan review and approval.

DISTRICT approval of a Preliminary Drainage 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.

D. DENIAL

In the event that the DISTRICT denies approval of the Preliminary Drainage Plan, the DISTRICT shall provide the Applicant with a written letter and / or plan markup within 10 business days identifying the parts of the projects which are not in compliance with the DISTRICT's Flood Protection Plan and / or Rules, Regulations, and Guidelines.

E. APPEAL

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