



## **SAND PIT / PUMPING PERMIT APPLICATION**

**NOTE:** Brazoria Drainage District No. 4 (the “District”) regulates certain activities within the boundaries of the District, in accordance with the *District’s Rules, Regulations, and Guidelines*. Permitted activities shall be limited to those shown herein. This permit must be available on the project site while any and all activities are being conducted thereon. The District assumes no liability associated with or resulting from any activities conducted by permittee.

### **SPECIAL CONDITIONS:**

1. All work shall be in strict conformance with the approved Drainage Plan, the District’s Rules, Regulations, and Guidelines, and the standard District notes and details.
2. Sand Pit / Pumping Permits expire within **365 days** of issue date. Applicant must request renewal of the Sand Pit/ Pumping Permit annually. No construction or mining related activity may begin until the project received Board approval and the Sand Pit / Pumping Permit has been issued.
3. Applicant shall notify the District at least **48 hours** prior to the start of construction within District boundaries.
4. **All work shall be inspected prior to concrete placement or backfill.** Failure to notify the District and to obtain the requisite inspection(s) may result in the requirement to remove and replace all work at no cost to the District.

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- Inspections are available Monday-Friday 8am - 3:30pm. Inspections can be scheduled through the MyGov Portal or the Inspection Request Email Account ([Inspections@bdd4.org](mailto:Inspections@bdd4.org)). Inspection results & comments will only be available for viewing through the MyGov Portal. Contractors have until 7am day of to schedule a same day inspection. If an inspection request is received after 7am it will roll over to the following day. Contractors can request **Timed, AM, or PM** inspections. However, it is a request and not guaranteed.

- MyGov Portal account set up
- A. Go to [bdd4.org/mygov](http://bdd4.org/mygov)
  - B. Select “START HERE – Creating a Collaborator Account” To watch instructional video
  - C. Next, select/click the “MyGov Portal” button
  - D. Next, select/click the “Create A Collaborator Account” button
  - E. Fill out New Collaborator Account information & select/click “Validate Email”
  - F. Once Collaborator Account is set up. Email [Inspections@bdd4.org](mailto:Inspections@bdd4.org) and provide your name, collaborator email address, project name, BDD4 reference ID# (on the cover page of the approved plans), and address if available.
  - G. A BDD4 representative will then activate your account.

-Inspection request e-mail – [Inspections@bdd4.org](mailto:Inspections@bdd4.org)

-When scheduling an inspection via email, the following information is required:

- BDD4 Reference ID # (found on the cover sheet of the Board approved plan set)
- Project address or nearest intersection
- Type of inspection
- Name of person requesting inspection
- Phone number

**A Brazoria Drainage District No.4 as-built certificate and an as-built survey must be submitted to the District before a Certificate of Compliance is issued. A copy of the as-built certificate can be found at [bdd4.org/all-documents](http://bdd4.org/all-documents).**

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1. BDD4 Drainage Plan Reference ID#	2. Property Site Name	3. BCAD PID
4. Address / Location		
5. BDD4 Receiving Ditch or Chanel (Name & Unit # of Facility)		
6. Site Operator	7. Site Operator Phone	8. Site Operator Email
9. Site Owner	10. Site Owner Phone	11. Site Owner Email
12. Permitted Activities		13. Permit Holder

The items listed in the checklist below represent the minimum requirements for the pumping of water into a facility that is within Brazoria Drainage District No. 4’s jurisdiction. Additional requirements may be necessary depending on the complexity and design of the proposed work.

### General Requirements for Sand Pit / Pumping Operations:

1. Board approved Drainage Plan. 2. Provide a copy of the approved Texas Commission on Environmental Quality (TCEQ) Aggregate Production Operation (APO) Registration form with assigned APO number. <https://www.tceq.texas.gov/permitting/wastewater/general/quarries-borrow-pits-gravel-pits-aggregates> 3. Provide a copy of the approved Texas Commission on Environmental Quality (TCEQ) Storm Water permit. <https://www.tceq.texas.gov/permitting/stormwater> 4. Provide a SWPPP Plan showing proposed methods to eliminate sediment being delivered into the receiving drainage facility. 5. Provide a Survey, Plat or Plan sheet showing pump locations and discharge points. 6. Provide Pump specifications and proposed discharge rates for the project. 7. Provide a Geotech Report and slope stability analysis. 8. Provide a Storm Water Quality Management Plan (SWQMP) proposing methods to clean pumped discharge during operation.

Refer to the BDD No. 4 [Sand Pit Policy](#) for a complete list of regulations and requirements for commercial mining operations.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.		
Date: _____		
_____ Company	_____ Phone	_____ Email Address
_____ Printed Name	_____ Signature	



## **SAND PIT / PUMPING GENERAL REQUIREMENTS**

The items listed in the checklist below represent the minimum requirements for the pumping of water into a facility that is within Brazoria Drainage District No. 4's jurisdiction. Additional requirements may be necessary depending on the complexity and design of the proposed work.

### **General Requirements for all Sand Pit / Pumping Operations:**

1. Board approved Drainage Plan.
2. Provide a copy of the approved Texas Commission on Environmental Quality (TCEQ) Aggregate Production Operation (APO) Registration form with assigned APO number.  
<https://www.tceq.texas.gov/permitting/wastewater/general/quarries-borrow-pits-gravel-pits-aggregates>
3. Provide a copy of the approved Texas Commission on Environmental Quality (TCEQ) Storm Water permit. <https://www.tceq.texas.gov/permitting/stormwater>
4. Provide a SWPPP Plan showing proposed methods to eliminate sediment being delivered into the receiving drainage facility.
5. Provide a Survey, Plat or Plan sheet showing pump locations and discharge points.
6. Provide Pump specifications and proposed discharge rates for the project.
7. Provide a Geotech Report and slope stability analysis.
8. Provide a Storm Water Quality Management Plan (SWQMP) proposing methods to clean pumped discharge during operation.

**Refer to the BDD No. 4 [Sand Pit Policy](#) for a complete list of regulations and requirements for commercial mining operations.**