



## BRAZORIA DRAINAGE DISTRICT NO. 4 ENGINEERING DEPARTMENT

### Construction & Inspections Division

4813 W. Broadway Street ▪ Pearland, TX 77581

281.485.1434 (Office) ▪ [www.bdd4.org](http://www.bdd4.org) ▪ [inspections@bdd4.org](mailto:inspections@bdd4.org)

## UTILITY / PIPELINE 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. Permits expire within **180 days** of issue date. Permits can be renewed at no cost if renewal application is submitted and approved by the District prior to date of expiration.
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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**UTILITY / PIPELINE CROSSING PERMIT APPLICATION**

<b>1. PROJECT NAME</b>		
<b>2. NAME / UNIT # OF DISTRICT FACILITY / PROJECT LOCATION</b>		
<b>3. APPLICANT'S NAME &amp; COMPANY</b>	<b>4. APPLICANT'S EMAIL</b>	<b>5. APPLICANT'S PHONE</b>
<b>6. PROJECT ENGINEER</b>	<b>7. PROJECT ENGINEER EMAIL</b>	<b>8. ENGINEER PHONE</b>
<b>9. PROJECT CONTRACTOR</b>	<b>10. PROJECT CONTRACTOR EMAIL</b>	<b>11. CONTRACTOR PHONE</b>
<b>12. SPECIFIC ACTIVITIES IN DISTRICT ROW</b>		

**GENERAL REQUIREMENTS:** **1.** Complete BDD4 Utility / Pipeline Permit application and sign. **2.** Provide plan and profile /cross section sheets including the following items. **3.** Show and label existing and ultimate channel or ditch **4.** Show proposed, low water crossing, pipeline or utility. **5.** Label intersecting centerlines of channel or ditch, low water crossing, pipeline or utility using Latitude/Longitude or State Plane Coordinates. **6.** Show Unit Number of channel or ditch. (Provided by BDD4) **7.** Show permit number on plan and profile sheets or sketch. (Provided by BDD4) **8.** Place BDD4 Notes on plan and profile sheets or sketch. (Provided by BDD4) **9.** Plat for reference. **10.** Drainage easements for reference

**WORK IN A DISTRICT FACILITY OR RIGHT OF WAY**

CONSTRUCTION START DATE: \_\_\_\_\_ ESTIMATED CONSTRUCTION END DATE: \_\_\_\_\_

- Application Fee \$100.00
- Utility or Pipeline Crossing Permit \$100.00
- Fee Waived – Exemption for Municipality

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



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## **UTILITY / PIPELINE CROSSING GENERAL REQUIREMENTS**

The items listed in the checklist below represent the minimum requirements for Utility / Pipeline crossings of a District 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.

- 1.** Complete BDD4 Utility / Pipeline Permit application and sign.
- 2.** Provide plan and profile /cross section sheets including the following items.
- 3.** Show and label existing and ultimate channel or ditch.
- 4.** Show proposed, low water crossing, pipeline or utility.
- 5.** Label intersecting centerlines of channel or ditch, low water crossing, pipeline or utility using Latitude/Longitude or State Plane Coordinates.
- 6.** Show Unit Number of channel or ditch. (Provided by BDD4)
- 7.** Show permit number on plan and profile sheets or sketch. (Provided by BDD4)
- 8.** Place BDD4 Notes on plan and profile sheets or sketch. (Provided by BDD4)
- 9.** Plat for reference.
- 10.** Drainage easements for reference.
- 11.** Brazoria Drainage District No. 4 Pipeline and Utility Crossing Notes ([Link to Notes on Website](#))



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**Brazoria Drainage District No. 4 Pipeline and Utility Crossing Notes**

1. The approvals/permission granted by this permit are limited to the ditch maintained by Brazoria Drainage District No. 4. Additional agencies may need to be contacted to obtain approvals for the proposed work.
2. No new permanent equipment is to be placed within the high banks of any District facility/Drainage easement without prior approval.
3. Any damage to the channel caused by the applicant or their authorized agents shall be repaired by the applicant at no cost to the District. The area is to be regraded and vegetation is to be re-established to the reasonable satisfaction of the District after the work is complete.
4. No excavation will be allowed within a District facility without prior approval of the District, which approval shall not be unreasonably withheld.
5. The Operator must ensure that sediment and silt are not released into the District's ditch.
6. Adequate drainage shall be maintained at all times within the drainage facility.
7. No spoils shall remain in the drainage facility overnight, unless adequate precautions to accommodate a rain event are in place. (Rain event deemed by BDD4)
8. All new pipelines and gas lines crossing under a District owned or maintained facility shall be a minimum of 10' below the ultimate channel depth.
9. All new utilities crossing under a District owned or maintained facility shall be a minimum of 5' below the ultimate channel depth.
10. All new utilities crossing over a District owned or maintained facility shall have a minimum of 15' vertical clearance.
11. Applicant shall notify the District at least **48 hours** prior to any operational changes into or within the District's facility.

**Contact: Engineering Department, 281-485-1434.**