



ACKNOWLEDGEMENT FORM

Prior to final drainage plan approval, the following project information is required:

Project #:	<input type="text"/>	Engineer of record:	<input type="text"/>
Owner Name:	<input type="text"/>	Contact Name:	<input type="text"/>
Owner Phone #:	<input type="text"/>	Contact Phone #:	<input type="text"/>
Owner Email:	<input type="text"/>	Contact Email:	<input type="text"/>

Owner/Representative to be contacted during project construction:

Contact Name:	<input type="text"/>
Contact phone #:	<input type="text"/>
Contact Email:	<input type="text"/>

The following is a list of steps to take once you have a Board approved drainage plan:

- **BDD4 PERMIT REQUIRED! ANY DEVELOPMENT OR CONSTRUCTION WITHIN THE DISTRICT** which requires drainage plan approval from the District, **OR any work within a District-owned or maintained facility, easement, or Right of Way** requires a BDD4 Work Permit.
- Pre-construction meeting
 - Contact a District Inspector at inspections@bdd4.org or (281) 485-1434 to schedule a pre-construction meeting once the Board has approved the drainage plans.
- Start of construction
 - Contact a District Inspector at least 48 hours before starting the drainage and detention infrastructure construction. The drainage and detention infrastructure should be installed first before any new impervious surfaces.
- Periodic Inspections
 - several inspections will take place during the construction of the drainage and detention infrastructure system. The specific inspections required will be addressed at the pre-construction meeting. **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.
- Certificate of Compliance for detention/drainage system
 - Before a Certificate of Compliance is issued, a Brazoria Drainage District No.4 **as-built certificate** and an **RPLS stamped as-built** survey must be submitted to the District. A copy of the as-built certificate can be found at bdd4.org/all-documents.

District development regulations require detention facilities to be constructed and approved by the District prior to the placement of impervious cover. Inspections are available Monday through Thursday, 7:30 a.m. to 4:00 p.m. Inspections can be scheduled through the MyGov Portal or using the Inspection Request Email Account (Inspections@bdd4.org).

Once the project is complete, it is the Owner's responsibility to maintain the detention facility. Detention facilities are inspected annually. For more information, refer to www.bdd4.org.

This form must be submitted online through the MyGov Portal.

Owner Signature: _____

Date: