## **NEW CONSTRUCTION WORK FLOW**

APPROVED PLANS ARE ISSUED FOR CONSTRUCTION

DEVELOPER/CONTRACTOR SECURE NESSARY CONSTRUCTION PERMITS

DEVELOPER/CONTRACTOR SET UP MYGOV COLLABORATOR ACCOUNTS

PRE CONSTRUCTION MEETING IS SCHEDULED WITH DISTRICT STAFF

CONSTRUCTION MAY COMMENCE

DISTRICT REQUIRED INSPECTIONS ARE SCHEDULED THROUGH MYGOV PORTAL

INSPECTION RESULTS AND FIELD NOTES ARE UPLOADED TO MYGOV PORTAL

CONSTRUCTION COMPLETE

AS BUILT SURVEY RECEIVED

FINAL INSPECTION APPROVED

AS-BUILT CERTIFICATE SUBMITTED TO BDD4

CERTIFICATE OF COMPLIANCE ISSUED

DEVELOPMENT LOADED INTO EXISTING DRAINAGE & DETENTION DATABASE FOR FUTURE INSPECTIONS

## **INSPECTION PROCESS – EXISTING DRAINAGE & DETENTION**

**EXISTING DRAINAGE & DETENTION FACILITIES ARE INSPECTED PERIODICALLY** INSPECTION **DISAPPROVED** APPROVED INSPECTION RESULTS SENT TO PROPERTY OWNER & BDD4 STAFF COPIED FIRST NOTICE OF VIOLATION SENT TO PROPERTY OWNER (30 DAYS TO CORRECT DEFFICIENCIES) 30 DAY RE-INSPECTION DISAPPROVED **APPROVED** SECOND NOTICE OF VIOLATION SENT BY INSPECTION RESULTS SENT TO PROPERTY OWNER & DISTRICT'S ATTORNEY (AT LEAST 31 DAYS FOLLOWING **BDD4 STAFF COPIED** FIRST NOTICE) **APPROVED** 30 DAY RE-INSPECTION DISAPPROVED NOTICE OF HEARING SENT TO PROPERTY OWNER BY DISTRICT'S ATTORNEY (AT LEAST 14 DAYS PRIOR TO HEARING)

HEARING IS HELD AND CIVIL PENALTIES ASSESSED