



BRAZORIA DRAINAGE DISTRICT NO. 4 ENGINEERING DEPARTMENT

Construction & Inspections Division

4813 W. Broadway Street ▪ Pearland, TX 77581

281.485.1434 (Office) ▪ www.bdd4.org ▪ inspections@bdd4.org

Drainage Facility Installation & Repair

Brazoria Drainage District No. 4 (the “District”) regulates certain activities within the boundaries of the District, in accordance with the *District’s Rules, Regulations, & Guidelines*. In addition, and pursuant to section 49.221 of the Texas Water Code, The Commissioners, Engineers, Attorneys, Operators, Agents, and employees of the District are entitled to enter any public or private property within the boundaries of the District or adjacent to any reservoir or other property owned by the District for the purpose of inspecting and investigating conditions relating to the quality of water in the state or the compliance with any rule, regulation, permit, or other order of the District.

The following guidelines provide a procedure to maintain or repair an existing drainage & detention facility.

1. For minor deficiencies correct inspection deficiencies noted on the Storm Drainage & Detention Facility Inspection Notice within 30 days and notify the District to schedule a reinspection.
2. If deficiencies cannot be corrected within 30 days, the property owner is to contact the District and request an initial meeting within 30 days of receiving a Storm Drainage & Detention Inspection Notice. The initial meeting will be an opportunity to discuss specific challenges and time constraints that may delay the correction of noted deficiencies relevant to the drainage and detention facility.
3. Property owner shall submit an action plan for correction of deficiencies which includes a timeline with measurable milestones for District review within 10 business days of the initial meeting. **A form and example are attached for reference.**
4. The District will review the action plan. Once an Action Plan is approved by the District, the property owner will be required to uphold timeline, update District Inspector as milestones are reached, and schedule inspections as needed. Failure to do so will result in the assessment of penalties.
5. A final inspection is required prior to the District issuing a compliance letter.

Enforcement & Compliance:

Pursuant to Section 49.004 of the Texas Water Code, the District may assess reasonable penalties for the violation of the District’s Rules, Regulations, & Guidelines. Each violation for which corrective action has not been taken within 60 days from the initial notice from the District shall be subject to a minimum civil penalty of no less than **\$500** and no more than **\$20,000** for **each day** the violation has not been corrected. Timely implementation and completion of a satisfactory corrective action plan by the property owner may aid in preventing the assessment of penalties and further legal action.



Installation or Repair of Drainage Facility

BDD4 Reference ID # 24-000656	Location 12345 Property Address	Date 12/14/2024
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Note Deficiencies below as Identified on Inspection Notice

No.	Deficiency
1.	Mow, remove brush and trees
2.	Lift station and pumps are not working properly - Repair and set to automatic
3.	Clean concrete pilot channel and haul off spoils
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Action Plan & Timeline

No.	Description	Typical	Proposed Dates
1.	Schedule initial meeting with District (if needed)	Within 30 days of receipt of violation	1/01/2024
2.	Prepare & submit action plan for district approval <i>(Typical time to complete should not exceed two weeks)</i>	Within 30 days of receipt of violation	1/14/2024
3.	District review & approval of action plan	3-5 days	(District use only)
4.	Pre-construction meeting with District (if required)	Within 45 days of action plan approval	2/15/2024
5.	Commencement of construction to repair deficiencies listed on violation notice	Within 45 days of action plan approval	2/22/2024
6.	Estimated days needed for substantial completion of construction & repairs	30-90 days	90 days
7.	Anticipated date of completion		3/15/2024
8.	Schedule final inspection	Before demobilization	3/16/2024
9.	Seed disturbed areas (if required)	Post satisfactory inspection	
10.	Final inspection approved by District		(District use only)
11.	As-Built Survey submitted to District (if required)	Due within 30 days of final inspection	4/10/2024
12.	As-Built Certificate submitted to District (if required)	Due within 10 days of as-built survey acceptance	4/20/2024
13.	Certificate of Compliance issued		(District use only)
14.			
15.			

Company _____ Phone _____ Email Address _____

Owner Name _____ Owner Signature _____ Date _____

District Approval Date:	Approved By:
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Installation or Repair of Drainage Facility

BDD4 Reference ID #	Location	Date
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Note Deficiencies below as Identified on Inspection Notice

No.	Deficiency
1.	
2.	
3.	
4.	
5.	
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10.	

Action Plan & Timeline

No.	Description	Typical	Proposed Dates
1.	Schedule initial meeting with District (if needed)	Within 30 days of receipt of violation	
2.	Prepare & submit action plan for district approval <i>(Typical time to complete should not exceed two weeks)</i>	Within 30 days of receipt of violation	Submittal date
3.	District review & approval of action plan	3-5 days	District use only
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12.			
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14.			

 Company Phone Email Address

 Printed Name Signature Date

District Approval Date:	Approved By:
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