

PROCEDURE FOR SUBMITTING A PERMIT REQUEST WITH THE
VELASCO DRAINAGE DISTRICT

1. Turn the Permit Form in to the Velasco Drainage District (see above permit form) filled out and signed with attached exhibits showing the details of the crossing project (signed by Engineer).
 - a. There is a \$100 application fee to be paid to the District at the time of permit submittal.
 - b. Any review time fees incurred by District's Engineer will need to be reimbursed to the District.
 - c. If permit crosses the Federal Levee, the review time by the Corp of Engineers will need to be reimbursed to the District. (Review time frame will take a minimum of 3 months)
 - d. The District's Engineer will inspect each project in the field to make sure the permit is followed. The cost to do this is also to be reimbursed. In some cases, an escrow fee will be assessed to insure that this fee is paid.
2. Turn in permit to the Velasco Drainage District's office located at 915 Stratton Ridge Road, Clute, Texas with the \$100 application fee.
3. The District will send the permit request to the District's Engineer for review. The permit will then be placed on the District's next available agenda. This permit will need to be turned in to the District two weeks prior to the District's Board Meetings. The District holds their meetings on the 1st and 3rd Tuesdays of each month at 2:00 p.m. at the District's office located at 915 Stratton Ridge Road, Clute, Texas. (You will need to have a representative in attendance at the Board Meeting to answer any questions concerning the submitted permit). If permit crosses a Federal Levee, the permit will be sent to the Corps of Engineers in Galveston, Texas for their review and approval.
4. For the Federal Levee, when the District's Board approves the permit request, the permit will be sent to the Corp of Engineers in Galveston for their review and approval. Again review time frame is a minimum of 3 months. Non Federal Levee is approved by the District only.
5. When the District receives notification that the COE has approved your permit the District will notify you.
6. When reimbursement fees are paid, then the permit will be released.
7. Once your project has been completed the District will need an "AS BUILT" drawing signed by an engineer and the drawings will need to be delivered to the Velasco Drainage District.

Should you have or need further information please feel free to contact the Velasco Drainage District either by phone (979-265-4251) or by email (vdd@velascodrainagedistrict.com).