

LIBERTY COUNTY WATER CONTROL IMPROVEMENT DISTRICT #5
501 Palmer Street, Suite 106; P.O. Box 626 Liberty, Texas 77575
936-336-7878

PLAT AND PLANS REVIEW SUBMITTAL APPLICATION

PROJECT NAME: _____ DATE: _____

Submit this application and review fee with plat and plans with all required documents to Liberty County Water Control Improvement District #5, Attn: James K. Leonard, 501 Palmer Street, Suite 106, Liberty, Texas 77575.
Please make checks payable to Liberty County Water Control Improvement District #5.

Applicant/Project Manager's Information (Primary Contact for the Project):

Company Name: _____ Contact Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____ Email: _____
Phone Number: _____ Fax Number: _____

Planner / Engineer's Information:

Company Name: _____ Contact Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____ Email: _____
Phone Number: _____ Fax Number: _____

Submittal Type:

___ Short Form Plat ___ Preliminary Plat ___ Final Plat ___ Residential ___ Commercial/Business
___ Drainage Plan ___ Master Plan ___ Planned Development

Is this part of a Master Drainage Plan? _____ If so, date approved: _____

Geographic Location (List major streets, bayous, creeks and adjacent subdivisions):

PLAT INFORMATION:

Total Acreage: _____ Number of Lots: _____

Submittal Fees:

See Review Fee Schedule. All review fees must be submitted at the time plans and /or plats are submitted for review. Failure to submit the fee will result in the plans and /or plat not being considered by the District.

FOR OFFICE USE ONLY: Date Received: _____ Amount Paid: _____ Initials: _____

WCID #5 Project No. _____

Type of Plat: _____

Liberty County Water Control Improvement District #5

Guidelines for Plan and Plat Submittals

REVIEW FEE – No submittal will be reviewed until the District has confirmed that the required review fee has been paid. The review fee is based upon the type of submittal being made. The acreage of the property, number of lots, and other factors are used to determine the amount of the fee. A fee schedule is available at: 501 Palmer Street, Suite 106, Liberty, TX 77575 for your review.

Contact: James K Leonard, President, Liberty County Water Control Improvement District #5, Liberty, Texas 77575 at (936) 336-7878, to determine the amount of the fee.

The review fee should be made payable to: **Liberty County Water Control Improvement District #5** and sent to:

James K Leonard, President
Liberty County Water Control Improvement District #5
501 Palmer Street, Suite 106
P.O. Box 626
Liberty, Texas 77575

Be sure to include our completed Plat and Plan Review Submittal Application with the check.

DRAINAGE CRITERIA MANUAL- The Engineer / Surveyor is strongly encouraged to request download and review this document.

REVIEW PROCESS – All plans and plats submitted for review must go through a Preliminary and Final Review. Please read below to understand how this two-step process works.

PRELIMINARY REVIEW / APPROVAL – For Preliminary Drainage Plans, the Engineer is encouraged to review the contents of the Drainage Criteria Manual in the rules referenced above.

Submit - Electronic digital BLUEPRINT plan / plat full set to:

wcidfive@yahoo.com

James K Leonard, President
Liberty County Water Control Improvement District #5
501 Palmer Street, Suite 106
P.O. Box 626
Liberty, Texas 77575

The reviewer should include his complete contact information including mailing address and email address with this preliminary submittal. Review letters are generally sent by US Mail and email if the correct contact information is provided with the submittal.

Once the review letter is received, the Preliminary Drainage Plan / Preliminary Plat must be resubmitted for approval. Only after an approval letter for the Preliminary Drainage Plan / Preliminary Plat has been received may the Engineer / Surveyor submit the Final Drainage Plan / Final Plat. Pay careful attention to the instructions on the review letters which include information about how many copies to submit.

FINAL REVIEW / APPROVAL – For Final Drainage Plans, the Engineer is encouraged to criteria in the Drainage Criteria Manual in the rules referenced above. Submit one (1) full set of the plan / plat
Electronic Digital BLUEPRINT to:

James K Leonard, President
Liberty County Water Control Improvement District #5
wcidfive@yahoo.com
501 Palmer Street, Suite 106
P.O. Box 626
Liberty, Texas 77575

Once the review letter is received, the Final Drainage Plan / Final Plat must be resubmitted for approval. Only after an approval letter for the Final Drainage Plan / Final Plat has been written will any item be eligible for placement on the meeting agenda for final consideration and approval by the Board of Directors.

The Board Members usually meet only once per month, so timely submittals are very important. Pay close attention to the instruction on the review letters which include information about how many copies to submit and a reminder regarding the deadline to receive approval from the District Engineer in order to make the next meeting agenda.

DISTRICT MEETINGS - Liberty County Water Control Improvement District #5 meetings are on the third Tuesday of each month at 7:00 p.m. in the office of the District, 501 Palmer Street, Suite 106, Liberty, Texas 77575.

Due to the requirements of the open meetings act and District policy, an agenda must be posted to the public before each meeting is held. For this reason, late submittals will not be presented to the Board Members for approval.

This is a public meeting and anyone is welcome to attend. Any Engineer / Surveyor who has an item on the agenda for consideration by the Board Members is encouraged to be present at the meeting.

The Engineer / Surveyor is therefore encouraged to bring an extra copy of the plan / plat to the District Meeting that he / she can get signed and keep for their records. All copies of the plans / plats submitted to the District prior to this meeting are kept for the District's records.

The Engineer / Surveyor bears the responsibility for meeting all of the requirements of the District and confirming meeting / deadline dates which may change from time to time.

LIBERTY COUNTY WATER CONTROL & IMPROVEMENT DISTRICT #5

FEE SCHEDULE AS OF JANUARY 2020

Necessary reviews that exceed the number of allotted reviews based on the fee schedule below require additional fees payable to WCID#5. Fees are due prior to review. Subsequent reviews resulting from major deviations from original design made by the developer or developer's engineer will require duplicate fees. Subsequent reviews due to changes required by governmental entities or WCID#5 may result in the waiving of subsequent fees. If a submittal is determined to be incomplete, the submittal will be returned, and this will count towards the number of reviews covered by the fee paid.

Residential Developments consisting of one (1) single family lot	No Fee
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Master Drainage Plans (MDP)

Master Drainage Plans are required for all developments greater than 200 acres.

<u>MDPs (3 Reviews)</u>	\$3,100.00
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Developments up to 200-acres - Plat and Plan ReviewWithout an Associated Master Drainage Plan (MDP)

Plan Review – Subdivisions (3 Reviews)	\$1,100.00 + \$6/acre
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Plan Review – All Other Development (3 Reviews)	\$1,100.00 + \$8/acre
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With Associated Master Drainage Plan (MDP)

Plan Review – Subdivisions (3 Reviews)	\$900.00 + \$6/acre
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Plan Review – All Other Development (3 Reviews)	\$900.00 + \$8/acre
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Developments up to 200-acres served by major drainage feature

Any development which outfalls to or is adjacent to a drainage feature which serves a 200-acre or greater drainage area must consult with WCID #5 on Downstream Impact Analysis requirements. Additional fees may apply in addition to plat and plan review fees noted above. A Downstream Impact Analysis may be deemed necessary by WCID#5 per Section 6.5 of the Drainage Criteria Manual.

Impact Analysis (3 Reviews)	\$1,500.00 + \$8/acre
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Easements

Review of Easements Crossing District Facilities (2 Reviews)	\$600.00
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