

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
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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.