



# JEFFERSON COUNTY DRAINAGE DISTRICT NO. 6 CONCEPT APPROVAL

**Instructions and Notes.** Instructions for this “fillable” form are below.

- 1. Complete Parts 1, 2, 3, and 4.
- 2. Send to the District by e-mail: [approval@dd6.org](mailto:approval@dd6.org). Submission is a request to schedule the required Pre-Submission Conference.

**FOR USE BY DD6 ONLY.**

Concept Approval #:  
 Date of Pre-Submission Conference:  
 Date of Concept Approval:

- 3. The District will contact the Applicant/Owner and Authorized Representative to schedule the conference.
- 4. The District will complete Parts 5, 6, and 7 after the Pre-Submission Conference. Part 6 will describe the discussion and agreements with respect to the proposed project and requirements to address drainage and flooding. The District will send the Concept Approval to the Owner/Applicant.
- 5. The Owner/Applicant will have the Drainage Report and Drainage Plans/Plats prepared. It is the Owner/Applicant’s responsibility to address the requirements of the applicable local jurisdiction.
- 6. This Concept Approval, counter-signed by the Applicant/Owner (see Part 8), shall be submitted to applicable local jurisdiction with the Drainage Report and Drainage Plans/Plats. The District requires two copies of the Drainage Report and Drainage Plans/Plats; additional copies may be required by the applicable local jurisdiction.

☞ Discussions and negotiations with the District are encouraged at any time.

Applicants/Owners are advised that receipt of the District’s **Concept Approval** does not constitute the approval of Jefferson County, the City of Beaumont, or other municipality.

**Part 1.** Applicant/Owner(s) and Authorized Representative

Applicant/Owner (for properties with multiple owners, attach list of all owners; complete the following for the owner who is authorized by all owners to act on their behalf):

Mr.       Ms.       Mrs.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: (    ) -      Ext.: \_\_\_\_\_

FAX: (    ) -      E-mail: \_\_\_\_\_

Applicant/Owner’s Authorized Representative (explicitly designated by the Applicant(s)/Owner(s) to act on their behalf to obtain the District’s Approval):

Mr.       Ms.       Mrs.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: (    ) -      Ext.: \_\_\_\_\_

FAX: (    ) -      E-mail: \_\_\_\_\_

**JEFFERSON COUNTY DRAINAGE DISTRICT NO. 6**  
**CONCEPT APPROVAL, *continued***

**Part 2.** Location of Proposed Subdivision or Development:

**Part 3.** Legal description, tax tract number assigned by the Jefferson County Appraisal District, or the subdivision lot and block numbers:

**Part 4.** General description of the proposed subdivision or development:

**PARTS 5, 6, AND 7 ARE FOR THE DISTRICT'S USE ONLY**

**Part 5.** Attendees at Pre-Submission Conference:

Name:                      Representing:      Drainage District No. 6

Name:                      Representing:      Drainage District No. 6

Name:                      Representing:

Name:                      Representing:

Name:                      Representing:

Name:                      Representing:

**Part 6.** Summary of Discussion and Concept Approval:

**Part 7.** Concept Approval:

This Concept Approval for drainage associated with the proposed subdivision or development described herein and discussed as described above, is hereby issued pursuant to the Drainage Regulations adopted by the Jefferson County Drainage District No. 6.

This Concept Approval is not the District's final Approval. As set forth in the Drainage Regulations, an Approval (or Disapproval) will be issued upon receipt of the Drainage Report and Drainage Plans/Plats and after the District determines that the submittals are in substantial conformance with the requirements and this Concept Approval.

This Concept Approval expires twelve (12) months from the date of the District's approval; a new Concept Approval may be required.

This Concept Approval is not valid until counter-signed by the Applicant/Owner (Part 9).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

District Engineer  
Jefferson County Drainage District No. 6

**JEFFERSON COUNTY DRAINAGE DISTRICT NO. 6**  
**CONCEPT APPROVAL, *continued***

**PART 8 IS TO BE COMPLETED WHEN THE DRAINAGE REPORT AND PLANS**

**ARE SUBMITTED TO THE APPLICABLE LOCAL JURISDICTION**

**Part 8.** Acceptance by Applicant/Owner(s):

Concept Approval #:

By counter signing this Concept Approval and delivering it to Jefferson County Drainage District No. 6 at the address noted below, I hereby:

Designate the above identified Authorized Representative to act on the Applicant/Owner's behalf to obtain the District's approval pursuant to this Concept Approval.

Accept the above-described Summary of Discussion and Concept Approval, which shall be reflected in the Drainage Report and Drainage Plans/Plats.

Grant free and unobstructed access during normal work hours to the District, the District's personnel, or the District's authorized representatives, for the purpose of inspection of the drainage construction and other work covered by the District's Approval.

Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name:: \_\_\_\_\_

\*For properties with multiple owners, must be signed by an owner authorized by all owners to act on their behalf.

Physical and Mailing Address:

Jefferson County Drainage District No. 6  
6550 Walden Road  
Beaumont, TX 77707

**Instructions for Using Fillable Form.**

- **Check boxes:** Click your cursor on a box and the box is automatically checked.
- **Fillable fields:** Some fields are expandable so you can include as much descriptive text as necessary, even if it means using more than one page.
- **Navigating the forms:** Fillable forms have some limitations that are different than standard Word documents:
  - Use the <Tab> key to move from line to line and field to field. Using <Page Down> acts the same as <Tab> and moves the cursor to the next line.
  - Use <Shift-Tab> to back up (or reposition cursor).
  - Using the <Enter> key results in a different action depending on where you are. In expandable, fillable fields, press <Enter> to put a blank line between paragraphs.
  - Text attributes are not available (bold, underline, italics, etc.).
  - You can copy text from another document and paste it into the unlimited fillable fields.
  - You cannot block and copy part of text that is already in a fillable field – the program will block it all or nothing.
  - You cannot force a page break.