

Electronic Review Submittal Guidelines

August 15, 2008

HCFCFCD has implemented an electronic submittal and review process for drainage and impact analyses. Submittals will no longer be accepted in paper format and must be electronic files submitted via CD/DVD to the Commercial Receiving Window. All electronic submittals should follow the rules in the Texas Engineering Practice Act and Rules Concerning the Practice of Engineering and Professional Engineering Licensure. The electronic submittal must follow the electronic report submittal standards outlined below:

Disk Label

The CD/DVD label should be designed to clearly convey the primary project and contact information of the submittal.

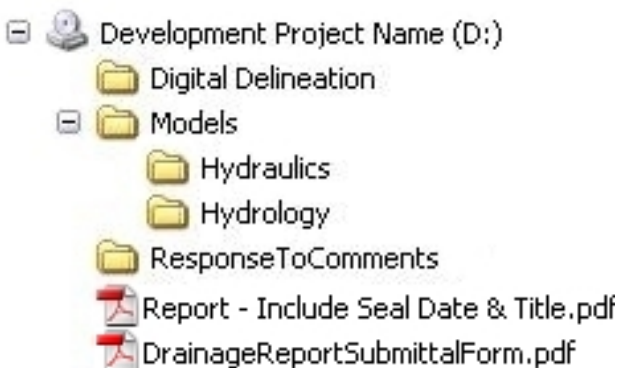
The following information must be identified on the disk label:

Field	Description
Harris County Project #:	Harris County's Project Tracking Number. This field should be blank at the initial submittal. Commercial Receiving personnel will assign this number upon submittal. All subsequent submittals should have the number identified on the disk.
Project:	Project name/title to be recorded in Harris County's tracking system
Key Map:	Key Map page(s) and block(s) of the submittal project area
Consultant:	Engineering firm submitting for review.
Contact:	Primary person to be contacted by Harris County personnel concerning this submittal
Phone:	Direct telephone number of primary contact
Email:	Direct email address of primary contact

All resubmittals should have the Project Number clearly identified.

Disk File Structure

CD/DVD's submitted for review at a minimum should follow the following structure:



Description of Disk Subfolders and Contents

- “Digital Delineation” Subfolder
The required Digital Project Delineation files must be located within this folder. The required files are discussed in the Digital Project Delineation section below
- “Models” Subfolder
All hydrologic and hydraulic models referenced and/or included within the drainage report must be located within this folder.
- “Response To Comments” Subfolder
This folder will only be utilized when the report is resubmitted as a result of previous review comments. Any correspondence from the engineer and/or applicant to the reviewer must be included in this folder.
- Drainage Report Form
The Drainage Report Submittal Form PDF should be completed and submitted in the following manor:
 - A paper copy of the form must be attached to the disk when submitted to the Harris County Commercial Receiving Window
 - An electronic copy of the form should be included on the disk.
- Electronic Drainage Report
An electronic copy of the drainage report must be included on the disk. The report must comply with the Electronic Report PDF Structure section below.

Electronic Report PDF Structure

The drainage report should generally follow HCFCD submittal guidelines as indicated in Section 19 of the HCFCD Policy Criteria & Procedure Manual dated, October 2004. The entire report should be submitted in a single PDF document. The document must be bookmarked to reflect the section headings in the table of contents.

The report should at a minimum include:

- Cover Sheet – Sealed by a Professional Engineer
- Table of Contents
- Executive Summary identifying:
 - Project Introduction
 - Existing Conditions
 - Proposed Condition
 - Engineer’s Conclusion of no impact
 - Detention Summary (if detention is provided)
- Applicable Sections
- Project Layout Exhibit
- Supporting Documentation (Model Output, Tc&R parameter spreadsheets, etc.)

* FEMA submittals will require a hard copy submittal upon approval.

Digital Project Delineation

Electronic submittals should include the following digital project delineation files:

- Proposed overall project perimeter,
- (X,Y) point(s) identifying the general detention basin location(s). The point(s) should be placed at the detention basin outfall location(s).
- Proposed detention basin service area boundaries.

The files should be submitted in the following format:

- Submit a CAD file or a GIS shape file referenced to Texas South Central State Plane Coordinates.
- Use a grid with scale factor for coordinates.
- For CAD files, use a continuous poly line that forms a closed polygon.
- Use standard Microsoft Windows fonts.