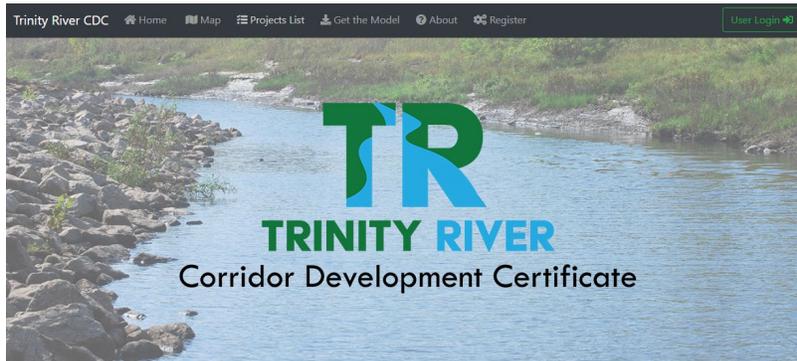


# Trinity River CDC Tracking System Guide



The Corridor Development Certificate (CDC) process aims to stabilize flood risk along the Trinity River. The CDC process does not prohibit floodplain development, but ensures that any development that does occur in the floodplain will not raise flood water levels or reduce flood storage capacity. A CDC permit is required to develop land within a specific area of the Trinity floodplain called the Regulatory Zone, which is similar to the 100-year floodplain.

Under the CDC process, local governments retain ultimate control over floodplain permitting decisions, but other communities along the Trinity River Corridor are given the opportunity to review and comment on projects in their neighbor's jurisdiction. As the Metroplex economy continues to grow and develop, the CDC process will help prevent increased flood risks.



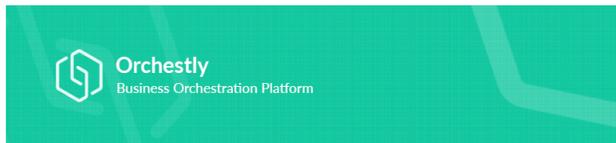
## For CDC Community Contacts

You will receive an invitation to join NCTCOG's Qntrl account. This is the back-end service we are using for submitting, tracking, and commenting on CDC applications. Qntrl is part of a suite of services provided by Zoho Corp. (think Google account for Gmail, Google Drive, YouTube, etc.).

Please click the link to "Join Now" and complete the registration process.

\*Note: Qntrl was previously branded as Orchestly.

Email example:



Hello NCTCOG Envir,

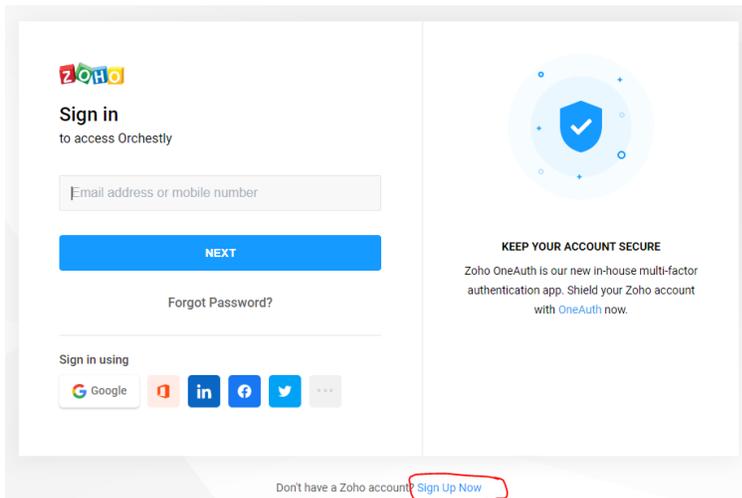
Brian Geck has invited you to join `nctcogenvironmentanddev`'s Orchestly organization.

[Join Now](#)

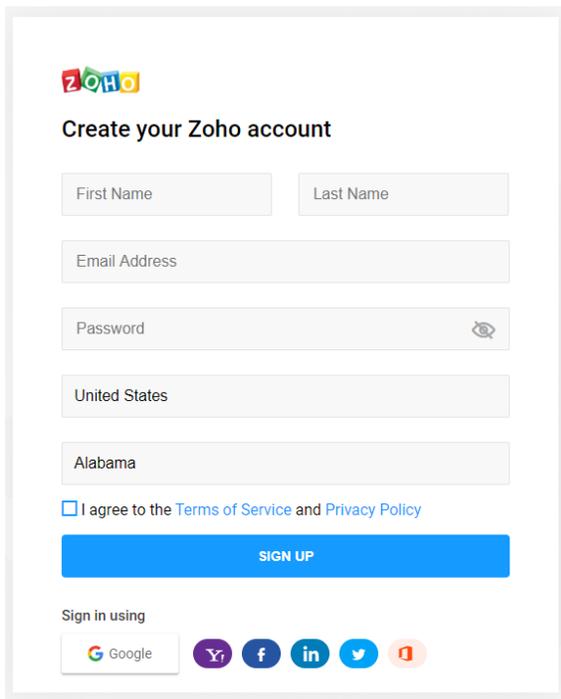
[87bcd1c2886389b9370035b1cb28e87aa884837aaa85777334b574c22c295deb074761dc51098c0a4956f5694e9f4ba91ffe9c5afa65ce](https://nctcogenvironmentanddev.zoho.com/join/87bcd1c2886389b9370035b1cb28e87aa884837aaa85777334b574c22c295deb074761dc51098c0a4956f5694e9f4ba91ffe9c5afa65ce)

Thanks,  
The Orchestly Team

If you happen to already have a Zoho account, you can simply log in. Otherwise, click the link to sign up.



The image shows the Zoho login page. On the left, there is a 'Sign in' section with the Zoho logo at the top. Below the logo, it says 'Sign in to access Orchestly'. There is a text input field for 'Email address or mobile number', a blue 'NEXT' button, and a link for 'Forgot Password?'. Below that, it says 'Sign in using' and lists social media icons for Google, Microsoft, LinkedIn, Facebook, and Twitter. At the bottom of the page, there is a link that says 'Don't have a Zoho account? Sign Up Now', which is circled in red.



The image shows the Zoho account creation page. At the top, there is the Zoho logo and the heading 'Create your Zoho account'. Below this, there are several input fields: 'First Name' and 'Last Name' (side-by-side), 'Email Address', 'Password' (with an eye icon for visibility), 'United States' (for country), and 'Alabama' (for state). Below the fields, there is a checkbox labeled 'I agree to the Terms of Service and Privacy Policy'. A blue 'SIGN UP' button is positioned below the checkbox. At the bottom, it says 'Sign in using' and lists social media icons for Google, YouTube, Facebook, LinkedIn, Twitter, and Microsoft.

Once you have successfully logged in and/or created your account, you should see the following welcome message:



Welcome! You have joined the organization  
nctcogenvironmentanddev.

Let's go

At this point you should be able to see the dashboard page. You have completed registration in the system and will begin to receive email notifications regarding new CDC applications.

CDC APPLICANT/PROPERTY OWNER	CDC TRACKING NUM	PROJECT NAME	STAGE	CREATED ON	UPDATED ON	COMMENT PERIOD	CDC STATUS
City of Fort Worth	FW 072821-1	East 1st Street Pha...	Comment Period Open	08-26-2021	08-26-2021	Open	Comment Period
Mark Mordecai	IRV062121-1	2800 Glenwick Lane	Payment Received by NCTCOG	08-25-2021	09-03-2021	Open	Comment Period
LE TRE, LLC	FW 031921-1	Wyatts Towing Imp...	CDC Exemption	07-21-2021	08-27-2021	Open	Exemption Granted
Trinity River Authority of Texas	GP 060721-1	Bear Creek Interce...	Comment Period Open	06-07-2021	06-07-2021	Open	Comment Period
Charles Marsh	ARL041221-01	Proposed Arlingto...	USACE Meets Criteria	05-21-2021	08-10-2021	Closed	Meets Criteria
City of Fort Worth Park and Recreation Departme...	FW 041921-1	Riverside Commun...	CDC Exemption	04-22-2021	08-05-2021	Open	Exemption Granted
Murphy USA	LEW 022621-1	Murphy USA	USACE Meets Criteria	04-06-2021	06-11-2021	Open	Meets Criteria
Salem Media Group, Inc.	LEW 022521-1	KSKY Salem Radio ...	CDC Exemption	03-12-2021	05-14-2021	Open	Exemption Granted
City of Fort Worth	CDC FW 030221-1	Gateway Park Shar...	CDC Exemption	03-11-2021	04-16-2021	Open	Exemption Granted
Love Style Inc.	CDC FW 020321-1	Gemelle Restaurant	CDC Exemption	03-05-2021	04-07-2021	Open	Exemption Granted
MHP Region 3 ILLLC	IRV101320-1	Lakeview Preserve	USACE Meets Criteria	02-05-2021	04-23-2021	Open	Meets Criteria
Mudrol Ink Enterprises LLC / DEW Joseph Inc.	CAR101120-01	445 So. Olive Buil...	Comments Received	01-20-2021	05-18-2021	Open	

## Submitting a New Permit Application

To begin the process for a new CDC permit application, log into the Qntrl system and click the button “Add CDC Permit”

Note: you can click the “User Login” button on [www.trinityrivercdc.com](http://www.trinityrivercdc.com) to be taken directly to the Qntrl dashboard.

CDC APPLICANT/PROPERTY OWNER	CDC TRACKING NUM	PROJECT NAME	STAGE	CREATED ON	UPDATED ON	COMMENT PERIOD	CDC STATUS
City of Fort Worth	FW 072821-1	East 1st Street Pha...	Comment Period Open	08-26-2021	08-26-2021	Open	Comment Period
Mark Mordecai	IRV062121-1	2800 Glenwick Lane	Payment Received by NCTCOG	08-25-2021	09-03-2021	Open	Comment Period
LE TRE, LLC	FW 031921-1	Wyatts Towing Imp...	CDC Exemption	07-21-2021	08-27-2021	Open	Exemption Granted
Trinity River Authority of Texas	GP 060721-1	Bear Creek Interce...	Comment Period Open	06-07-2021	06-07-2021	Open	Comment Period

Please fill out the form, upload the appropriate documents, then click "Save."

Note that this online form is not the official application yet. For now, you must still fill out the paper form as done in the past and upload as part of the documents in the file upload section.

Qntrl
CDC Permits
CDC Application
Reports

📄 Form View  
CDC Application

---

### Applicant Information

CDC Tracking Number \*

CDC Applicant/Property Owner \*

Project Name \*

Property Address \*

Jurisdiction

Owner/Applicant Representative

Relationship to Applicant

Representative Telephone

Save

Save as Draft

Cancel

As the creator of this application, you will have the ability to go back and edit any part of the application at any time.

When you submit the application, email notices go out to all CDC members and the 30 day comment period begins. When there are 10 days left in the comment period, a reminder email will be sent out.

### Commenting on Applications

When a new application is submitted, all CDC communities will receive an email notification of the new application. In this email is the direct link to that application within Qntrl. Click the direct link in your email or log into the system and locate the application to view all the details and documentation.

To comment on an application, scroll to near the bottom of the page. Here you will find an open text field to input your comments. Be sure to click “Post Comment” to submit your comment.



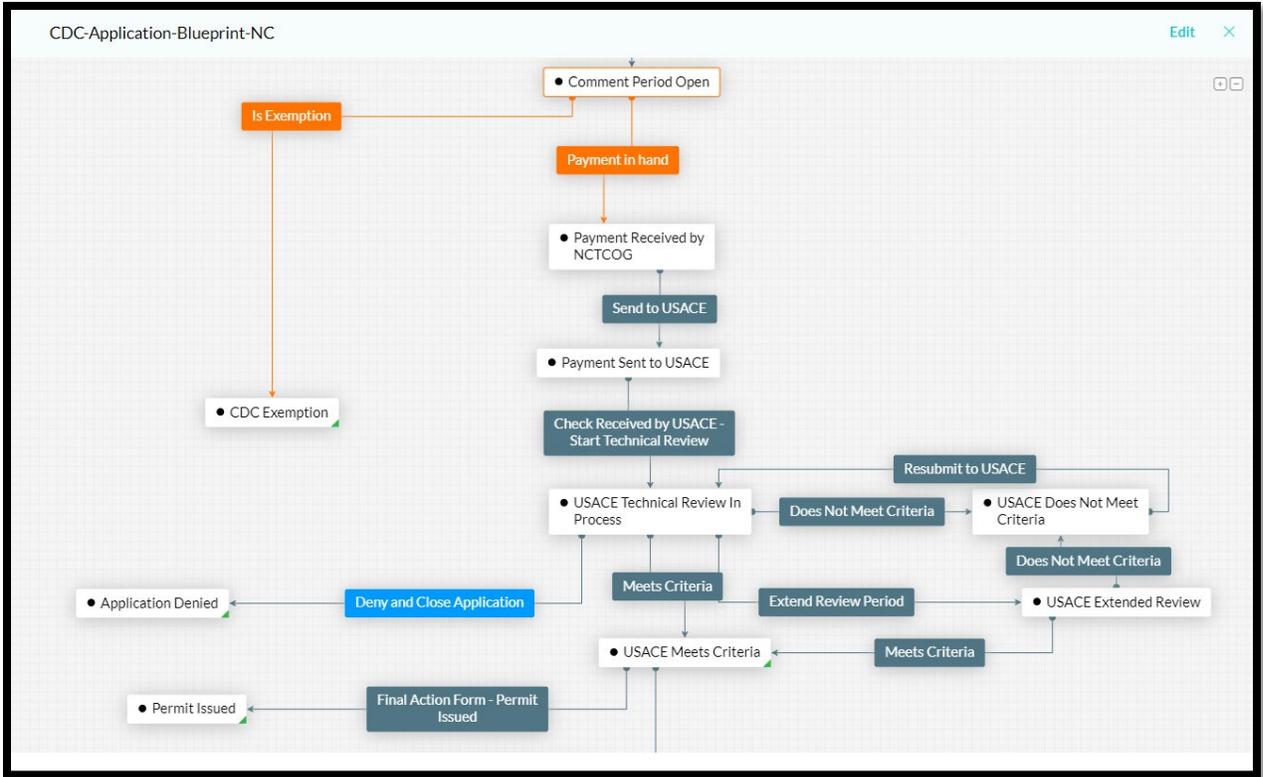
The applicant will receive an email for each comment submitted. All comments are stored in the system and can be viewed by scrolling to the bottom of the application details page.

Comments are only viewable within the Qntrl system and are not posted to the public facing website.

### Additional notes about the system

You can view an application’s location within the CDC process by clicking “Blueprint - Preview” in the top right corner of the green action bar.

The current state will be highlighted in orange. White boxes are stages/statuses and blue/teal boxes are the action buttons. Buttons will only be visible to users at the appropriate stage and that have permissions to perform the action.



Any time an application’s status is updated, the public facing website will be updated automatically to reflect the new status.