Brookshire-Katy Drainage District

How to Manage Your Application(s)

Last Revised on 11-16-23

OVERVIEW & PURPOSE

This guide shows an Applicant the step-by-step process for how to manage a submitted application in the Brookshire-Katy Drainage District (DISTRICT) Application Submittal Portal (Portal). All communication with the DISTRICT regarding submitted applications must take place within the application's **Communication Log** only.
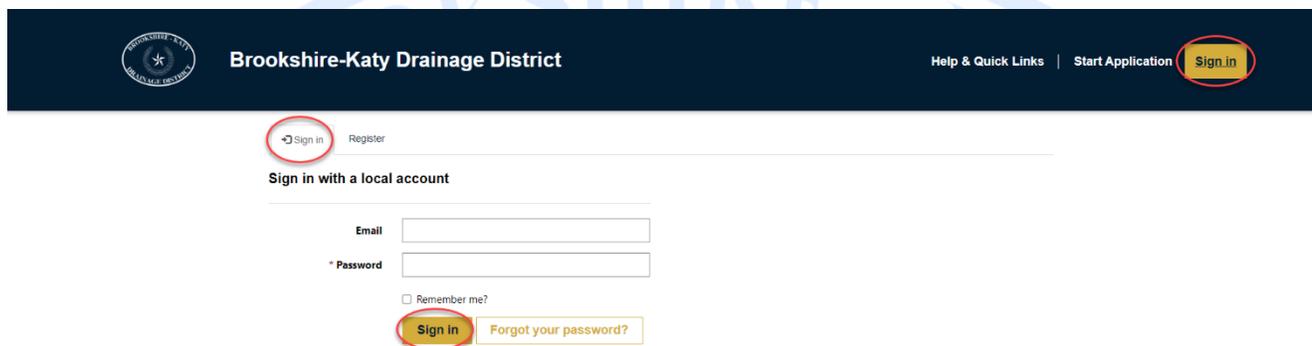
HOW TO MANAGE A SUBMITTED APPLICATION

STEP 1

You will need a registered account to submit and manage an application. If you do not have an account, please refer to the **"How to Register & Sign-in"** guide located under the **"Help & Quick Links"** section of the Portal. If you already have an account, proceed to Step 2.

STEP 2

In your web browser, open the Portal (https://bkddpermitting.quiddity.com) and sign into your account under the **"Sign in"** tab.

STEP 3

Once signed in, you will be automatically redirected to the **"Start Application"** page. From there, click on the **"My Applications"** tab at the top of the screen to locate and manage a previously submitted application.

STEP 4

From the **"My Applications"** page, you can do the following:

1. Check the status of a submitted application – **Step 4.1**
2. View the details and uploaded documents submitted for the application – **Step 4.2**
3. Communicate with DISTRICT Permit Team through the **Communication Log** – **Step 4.3**
4. Withdraw a submitted application – **Step 4.4**

To check the status of an application you submitted within the **"My Applications"** page, locate the application in the list and then look at the **"Status"** column in the table. In addition to reviewing the status here, applicants will be notified each time the status of their application changes via an email.

Possible Application Statuses:

- Rejected
- Application Package Not Complete
- Application Package Pending Pre-Screening
- Application Package Needs Correction(s)
- Application Pending Payment & Package to BKDD
- Submittal Pending Review
- Submittal Under Review
- Submittal Needs Correction(s)
- Submittal Under Final Review
- Denied

- Inactive/Canceled
- No Objection
- Approved with Conditions
- Approved – Ready for Construction
- In Construction
- Construction Complete
- Pre-Development Meeting Requested
- Pre-Development Meeting Scheduled
- Pre-Development Meeting Complete

<u>PLEASE NOTE:</u> If you have questions/concerns regarding the status of your application, please contact the review team through the application's **Communication Log** (See Step 4.3).

STEP 4.2

To view the details you provided for a submitted application, navigate to the **"My Applications"** page, and locate the correct application. Click on the **Application ID** number <u>OR</u> click on the yellow drop down, then click on **"View Details."**

To view the documents you submitted for the application, click on the yellow drop down, then click on **"View Uploaded Documents"**

<u>PLEASE NOTE</u>: The application's information and documents cannot be changed once submitted. If you find any errors in the information or documents submitted, please contact the DISTRICT review team through the application's **Communication Log** (See Step 4.3).

STEP 4.3

To communicate with the DISTRICT Permit Team regarding a submitted permit or to review comments made by the DISTRICT Permit Team, navigate to the **"My Applications"** page, and locate the correct application. Click on the yellow drop down, then click on **"Communication Log/Upload Documents."**

In the window that opens, you will be able to see any comments/questions from the DISTRICT review team, as well as be able to send a message or additional information yourself. To submit a question/comment or upload an additional file, click on the **"+ Add Comment/Upload File"** button. Type your question/comment in the box, choose a file (if needed), then click the yellow submit button.

Applicants will receive an email when a member of the DISTRICT Permit Team updates/adds a comment to the **Communication Log**. Each application has its own **Communication Log**, please ensure you select the correct application from your list before accessing the **Communication Log** to respond.

PLEASE NOTE: The **Communication Log** will be the only place to ask questions, make/provide corrections, or make comments regarding your submitted applications, **DO NOT SEND SEPARATE EMAILS TO THE DISTRICT PERMIT TEAM.**

STEP 4.4

If an Applicant needs to withdraw an application that has already been submitted, please follow the below steps. <u>PLEASE NOTE:</u> If you withdraw an application, it is removed from your list. There is no way to retrieve it. If you want your application to remain active and work towards receiving a permit, DO NOT withdraw your permit.

Locate the application you wish to withdraw by clicking on the **"My Applications"** tab at the top of the page. Then, click on the yellow drop-down next to the correct application in your list and choose **"Withdraw."**

A window will open to confirm if you wish to withdraw your application. If you would like to proceed with withdrawing your application, click the yellow **"Withdraw"** button. Once you click on **"Withdraw,"** a banner at the top of the page will tell you the application has been withdrawn and you will no longer see the application in your list.