# APPLICATION SUBMITTAL, REVIEW, & APPROVAL PROCESS FLOW CHART

(02)

#### SUBMIT APPLICATION

Complete the web-based submittal of your application.

Please use the documents located on the "Application Guidelines & Help" page of the BKDD website or under the "Help & Quick Links" section on the Portal's home page. (04)

## PAY FEES & PROVIDE HARD COPY

You must submit a hard copy of your application in addition to your web-based submission.

Instructions for specific payment & hard copy delivery of the complete package will be emailed to the applicant after STEP 3.

(06)

# **APPLICATION SET-UP**

This is an internal step before placing your application in line for review.

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## **FINAL CHECK FOR BOARD AGENDA**

Application packages considered Agenda Ready by the <u>Board Agenda Submittal Deadline</u> (14 calendar days prior to the regularly scheduled Board Meeting) will be placed on the agenda for the Board's final review & approval.

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## **AFTER BOARD APPROVAL**

- (1) Applicant notifies BKDD 2 business days prior to starting construction
- (2) Construction & Inspections
- (3) BKDD Receives Post Construction Documents (i.e., as-built & certificate) from the Applicant.





















#### CREATE AN ACCOUNT / LOGIN

Already Registered ➤ Login & Start Application

Not Registered ➤ Register & Start Application

#### PRE-SCREENING REVIEW

No Corrections Required ➤ STEP 04

<u>Corrections Required</u> ➤ Review Comments ➤ Make Corrections ➤ RESUBMIT

Please use the documents located on the "Application Guidelines & Help" page of the BKDD website or under the "Help & Quick Links" section on the Portal's home page.

# RECEIPT OF PAYMENT & APPLICATION

Once payment has been received, you be notified of a status change & a <u>receipt of your application & payment will be uploaded to the Communication Log.</u>

#### FORMAL APPLICATION REVIEW

A BKDD engineer will review the submittal to ensure that the project meets BKDD's rules & regulations requirements.

No Corrections Required ➤ STEP 08

<u>Corrections Required</u> ➤ Review Comments ➤ Make Corrections ➤ RESUBMIT

# **BOARD APPROVAL**

Once approved, the BKDD staff will forward the <u>approval letter</u> to the applicant & any other related entities.

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