



Brookshire-Katy Drainage District

How to Begin an Application

Last Revised on 11-16-23

OVERVIEW & PURPOSE

This guide shows an applicant the step-by-step process for how to begin an application in the Brookshire-Katy Drainage District (DISTRICT) Application Submittal Portal (Portal). If you have any questions, please contact the DISTRICT Permit Team at bkddpermitting@quiddity.com.

Each application type will require different information to be entered and documents uploaded. Please review the documents located under the "**Reference Materials**" section on the Portal main page for more information (see image below) on what each application type will require.

Save



Web-Based Submission

All applications and submittals must be submitted through our **secure web-based portal**.

This portal is designed to make the submission process easier and more efficient for applicants. By utilizing this centralized platform, you can ensure that your application is received, reviewed, and processed in a timely manner.



Hard Copy Submission

Applicants **must also provide a hard copy** of the complete package in addition to their portal submission, including all necessary documents, drawings, and any PDF file(s) received from the portal's email confirmation. Please refer to the instructions below for specific details regarding payment and delivery.

Incomplete applications or submittals, including all required fees paid in full, will not be accepted or processed by the District.



Reference Materials

For a full and comprehensive overview of the required information & documents needed to submit an application, as well as "How To" guides, please reference the documents located on the "Application Guidelines & Help" page of the [BKDD Website](#) or under the "Help & Quick Links" page of this Portal.

It is important to note that all applications and submittals must adhere to the District's latest [Rules & Regulations](#).

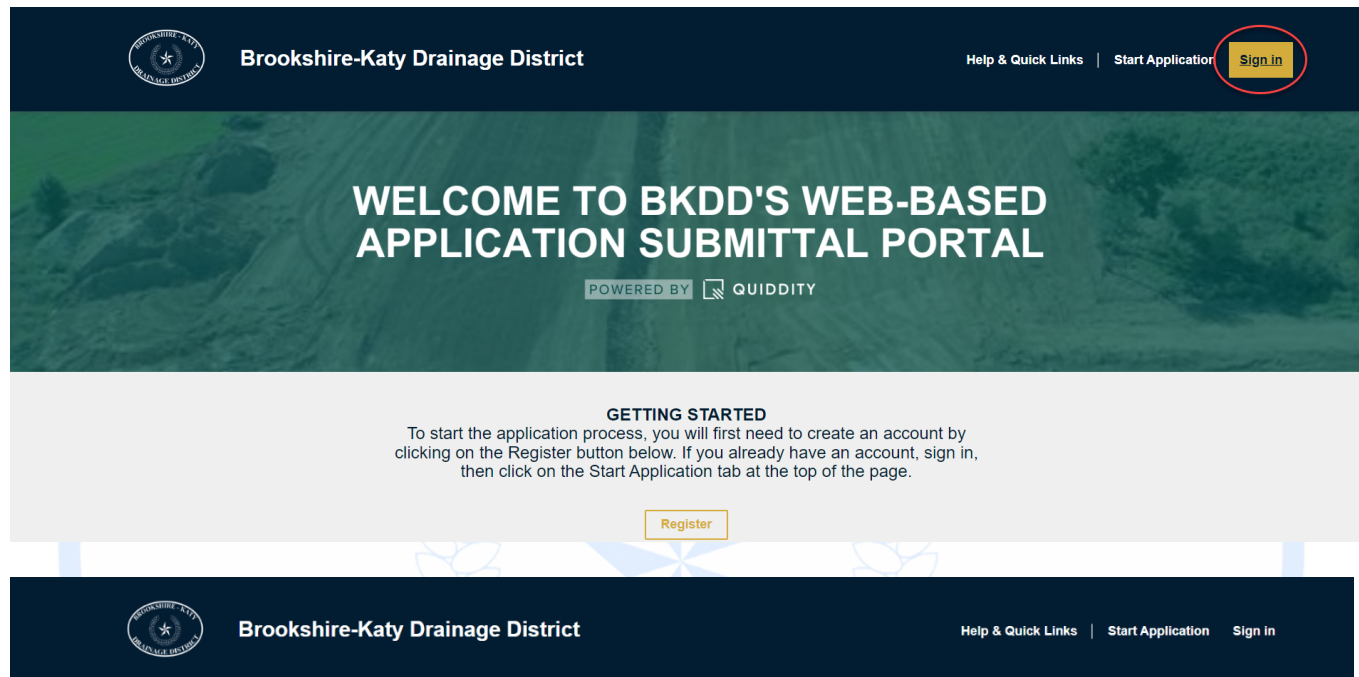
HOW TO SUBMIT AN APPLICATION

STEP 1

You will need a registered account to submit 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

Sign into your account from the Portal home page: <https://bkddpermitting.quiddity.com>

The screenshot shows the sign-in page of the Brookshire-Katy Drainage District web-based application submittal portal. The header is dark blue with the district's logo on the left, the name "Brookshire-Katy Drainage District" in the center, and links for "Help & Quick Links", "Start Application", and a "Sign in" button on the right. The "Sign in" button is circled in red. Below the header is a "Sign in with a local account" section with fields for "Email" and "Password". There is a "Remember me?" checkbox and "Sign in" and "Forgot your password?" buttons.

STEP 3

Once signed in, you will be redirected to the **"Start Application"** page. Select the application type you wish to submit by clicking on one of the yellow boxes. (For this guide "Utility, Pipeline, and Cable Crossing" will be used as an example).

Brookshire-Katy Drainage District

Help & Quick Links | [Start Application](#) | [My Applications](#)

TO START AN APPLICATION, SELECT ONE OF THE APPLICATION OPTIONS BELOW

- Pre-Development Meeting Request
- Brookshire Area Building Authorities Sign-Off Form
- Permit Exemption Request
- Revisions to a Permit After Board Approval
- Utility, Pipeline, and Cable Crossing**
- Private or Public Road Crossing
- Drainage Connection Without Land Use Changes
- Commercial Mining Permit
- Drainage Study Analysis Report
- Tract Development WITHOUT Platting
- Drainage Detention Facilities Maintenance Agreement (DFMA)
- Tract Development WITH Platting

STEP 4

Once a permit type is selected from the list, you will be directed to a new page with additional information regarding that permit type. To proceed with submitting an application, click on the **"Click Here to Begin Application"** button.

Utility, Pipeline, and Cable Crossing

This Application type encompasses projects where the construction of utilities, pipelines, and cables, either publicly or privately owned, is planned to cross any drainage facility within a District held easement or fee strip.

For a full and comprehensive overview of the information and documents required to submit this application please click [here](#).

[Click Here to Begin Application](#)

STEP 5

Begin by selecting the project's location on the provided map by moving the blue dot to the desired location.

Utility, Pipeline, Cable Crossing Application

Project Location and Information

Owner Information

Submittal Type Detail

Upload Document(s)

Final Review of Application

Application Fee(s)

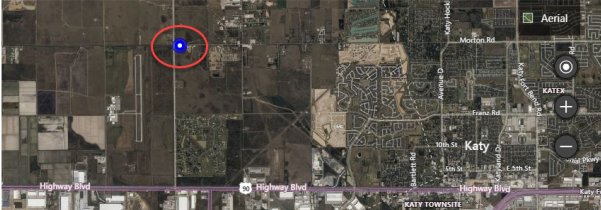
Acknowledge and Submit

Project Location

Please select the location for the requested permit by clicking the on the map below.

Please note, the selected location (blue dot) can be moved by clicking elsewhere on the map.

Map *



STEP 6

Fill in the "Project Information" for your project.

Project Information

Project/Development Name *

Development Type *

Project/Development Description Summary *

Project Address *

Project Address 2

Project City *

Project State *

Project Zip *

The project is located within the following BKDD Watershed(s):

Additional Comments (if necessary)

STEP 7

If you would like to designate additional individuals to receive status notifications via email throughout the application process, you may provide up to two additional recipients. PLEASE NOTE: Only the registered applicant can view and communicate regarding the application within the Portal.

Additional Email Notification(s)

Please note, only the registered applicant can view and communicate regarding this application within the portal. However, additional individuals can be designated below to receive status notifications via email throughout the application process.

Notification Email 1

Notification Email 2



STEP 8

Select the applicant's relationship to the project – "Owner" or "Owner's Agent."

- A. **Owner** - If you are the owner of the project, select "Owner" from the drop-down list, click on the box to acknowledge the provided statement, then click "Next."

The screenshot shows the 'Applicant Relationship' section of the form. On the left, a vertical sidebar contains three numbered steps: 1, 2, and 3. Step 1 is highlighted. The main form area has a dropdown menu labeled 'Applicant Relationship to the Project *' with 'Owner' selected. Below the dropdown is a checkbox labeled 'I have read and agree with the Terms of Service & Privacy Policy. *' which is checked. At the bottom right is a yellow 'Next' button.

- B. **Owner's Agent** - If you are submitting the application on behalf of the project owner, select "Owner's Agent" from the drop down list, click on the boxes to acknowledge the provided statements, then click "Next."

The screenshot shows the 'Applicant Relationship' section of the form. On the left, a vertical sidebar contains three numbered steps: 1, 2, and 3. Step 1 is highlighted. The main form area has a dropdown menu labeled 'Applicant Relationship to the Project *' with 'Owner's Agent' selected. Below the dropdown are two checkboxes, both checked: 'I acknowledge that the property/project owner authorized me to act as their Agent, to represent the request and be the official contact with the Brookshire-Katy Drainage District (District). The property/project owner authorizes the District to begin proceedings in accordance with the process for the type of permit application selected. The property/project owner also acknowledges that submitting an application does not obligate the District to approve the application. *' and 'I have read and agree with the Terms of Service & Privacy Policy. *'. At the bottom right is a yellow 'Next' button.

STEP 9

Depending on if you selected "Owner" or "Owner's Agent" in Step 8, you will be directed to one of the following options:

- A. **Owner** – If you selected "Owner," you will be directed to verify the owner's information. This information will auto-populate from your applicant profile. If there are any errors with the information, please make the necessary changes to your applicant profile before moving forward with permit submittal. If the information is correct, click "Next" to proceed to Step 10.

The screenshot shows the 'Owner Information' section of the form. On the left, a vertical sidebar contains six steps: Project Location and Information, Owner Information, Submittal Type Detail, Upload Document(s), Final Review of Application, and Application Fee(s). The 'Owner Information' step is highlighted. The main form area has a title 'Owner Information' and several input fields: 'Owner Firm Name', 'Owner Name *', 'Owner Address *', 'Owner Address 2', 'Owner City *', 'Owner State *' (a dropdown menu with 'Texas' selected), 'Owner Zip *', 'Owner Phone Number *' (with a placeholder 'XXXXXXXXXX'), 'Owner Email *', and 'Verify Owner Email *'. At the bottom are two yellow buttons: 'Previous' and 'Next', with the 'Next' button circled in red.

- B. **Owner's Agent** – If you selected "**Owner's Agent**," you will be directed to verify the applicant's information. This information will auto-populate from your applicant profile and cannot be modified in the application. If there are any errors with the information, please make the necessary changes to your applicant profile before moving forward with permit submittal. If the information is correct, click "**Next**" and fill in the project owner's information on the next page. Once the owner's information is filled in, click "**Next**" to proceed to Step 10.

Applicant Information

Please be aware that the applicant information will be used as our single point of contact and coordination for all submittals and interactions during the review and approval process.

If any of the information auto populated below is incorrect, please make the necessary changes to your applicant profile before moving forward with permit submittal.

Applicant Name *

Applicant Address *

Applicant Address 2

Applicant City *

Applicant State *

Texas

Applicant Zip *

Applicant Phone Number

XXXXXXXXXXXX

Applicant Email *

Owner Information

Owner Firm Name

Owner Name *

Owner Address *

Owner Address 2

Owner City *

Owner State *

Texas

Owner Zip *

Owner Phone Number *

XXXXXXXXXXXX

Owner Email *

Verify Owner Email *

PLEASE NOTE FOR STEPS 10 & 11: Each application type will require different information to be entered and documents uploaded. As stated in the introduction, please review the documents located under the "**Reference Materials**" section on the Portal main page for more information.



STEP 10

Fill in the Submittal Type Detail for the permit application you selected (Utility, Pipeline, and Cable Crossings for this example) and then click **"Next"** at the bottom of the page to proceed to Step 11.

Project Location and Information ✓
Owner Information ✓
Submittal Type Detail
Upload Document(s)
Final Review of Application
Application Fee(s)
Acknowledge and Submit

Utility, Pipeline, and Cable Crossings

Utility Type *

Material Carried *

Casing Size (in) *
(Enter Numerical Values Only)

Carrier Size (in) *
(Enter Numerical Values Only)

☐ I understand that underground crossings across BKDD easements must be constructed by trenchless construction. *

Revision to a Permit

Is this application a revision to a previously approved permit?
☒ No ☐ Yes

If yes, please provide the additional information below:

Previously Approved District Permit Number

Proposed Construction Scope Change(s)

Previous Next

STEP 11

Upload the required documents for the permit application selected by clicking on the **"Add Files"** button. PLEASE NOTE: The individual file size cannot exceed 50 MB in size.

Project Location and Information ✓
Owner Information ✓
Submittal Type Detail ✓
Upload Document(s)
Final Review of Application
Application Fee(s)

Uploaded Document(s)

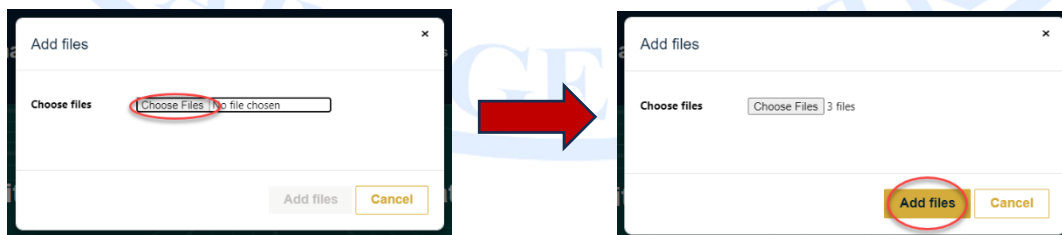
The file upload limit is 50 MB

Add files

There are no folders or files to display.

Previous Next

Click on **"Choose Files"** to select files from your computer to upload. You may bulk select files within a single location or choose one file at a time to upload. Once the files have been selected, click on **"Add Files."**



Review the files uploaded, then select **"Next"** at the bottom of the page to proceed to Step 12.

Project Location and Information ✓
Owner Information ✓
Submittal Type Detail ✓
Upload Document(s)
Final Review of Application
Application Fee(s)
Acknowledge and Submit

Uploaded Document(s)

The file upload limit is 50 MB

Add files

Document1 1.pdf (11 KB)	about a minute ago	▼
Document1 2.pdf (11 KB)	about a minute ago	▼
Document1 3.pdf (11 KB)	about a minute ago	▼

Previous Next

STEP 12

Review the information you provided for the application. If any information is incorrect, click on the "Previous" button at the bottom of the page to go back and correct any errors. If everything is correct, click "Next" at the bottom of the page. **PLEASE NOTE:** Changes cannot be made to an application once submitted.

Project Location and Information ✓

Owner Information ✓

Submittal Type Detail ✓

Upload Document(s) ✓

Final Review of Application

Application Fee(s)

Acknowledge and Submit

Final Review of Application

Project Information

Project/Development Name *

Development Type *

Project/Development Description Summary *

Project Address *

Project Address 2

Project City *

Project State *

Project Zip *

BKDD Watersheds

Additional Comments (if necessary)

Applicant Relationship to the Project *

Owner Information

Owner Firm Name *

Owner Name *

Owner Address *

Owner Address 2

Owner City *

Owner State *

Owner Zip *

Owner Phone Number *

Owner Email *

Submittal Type Detail

Utility Type

Material Carried

Casing Size (in)

Carrier Size (in)

☒ I understand that underground crossings across BKDD easements must be constructed by trenchless construction *

Is this application a revision to a previously approved permit? *

☒ No ☐ Yes

Previously Approved District Permit Number

Proposed Construction Scope Change(s)

Previous

Next

STEP 13

Review the **Application Fee(s)** that will be required to be paid for the specific permit type chosen. An email will be sent to the applicant upon submission with further information regarding payment of fees to the DISTRICT.

Project Location and Information ✓

Owner Information ✓

Submittal Type Detail ✓

Upload Document(s) ✓

Final Review of Application ✓

Application Fee(s)

Application Fee(s)

Application Fee = \$1,000.00

Please note that a second fee equal to the original fee will be charged when the owner/applicant makes significant changes to the initial submittal package (i.e., modifications to the tract acreage, proposed drainage improvements, etc.).

Previous

Next



STEP 14

The final step is to acknowledge the statements provided and submit the application. Enter your name in the **"Applicant Signature"** field, select the checkbox to agree to the terms, then click **"Submit"** at the bottom of the form. Once submitted, the applicant will receive an email with the next steps regarding the application process.

Project Location and Information ✓

Owner Information ✓

Submittal Type Detail ✓

Upload Document(s) ✓

Final Review of Application ✓

Application Fee(s) ✓

Acknowledge and Submit 1

Acknowledge and Submit

I understand that:

1. An incomplete submittal package will delay the review and approval of the permit.
2. Changes cannot be made to an application once it is submitted. If errors are found or you have any questions, don't hesitate to contact us through the submittal portal (please do not send separate emails, all communications must take place via the portal).
3. If the District has requested additional documentation or changes to a Permit Application and the District fails to receive all the requested additional documentation or changes after one hundred twenty (120) calendar days, the permit application will be considered withdrawn. Any extension of the deadline shall be considered on a case-by-case basis.
4. A confirmation email with further instructions and estimated fee(s) to be paid will be sent upon successful submission.

Applicant Signature 2

Enter your full name here

☒ By checking this box, you are agreeing to our terms. * 3

[Previous](#) [Submit](#)

HOW TO EDIT AN INCOMPLETE APPLICATION

If an Applicant begins an application then closes it, navigates away from the page, etc. without completing all the steps in the section above, it will show up under the **"My Applications"** page on the Portal. These incomplete applications can be edited/completed then submitted by following the below steps.

STEP 1

Locate the incomplete application by clicking on the **"My Applications"** tab at the top of the page, then selecting it from the list of applications. PLEASE NOTE: The status of an incomplete application will say **"App. Pkg. Not Complete"** in the **"Status"** column.

Brookshire-Katy Drainage District

Help & Quick Links | Start Application 1 **My Applications**

My Applications

Application ID

[Filter](#) [Clear](#)


Application ID	Project Name	Project Address	Submittal Type	1st Submittal Date	Status	Last Submittal Date	Total Application Fees Paid
00056	TEST 2	TEST	Utility, Pipeline, And Cable Crossings	11/16/2023	App. Pkg. Not Complete	11/16/2023	▼
23162	TEST	test	Utility, Pipeline, And Cable Crossings	10/13/2023	App. Pending Payment & Package to BKDD	11/6/2023	▼

STEP 2

Click on the yellow drop-down list next to the application you wish to complete and submit, and select **"Edit Application."**

Application ID Filter Clear

Application ID	Project Name	Project Address	Submittal Type	1st Submittal Date ↓	Status	Last Submittal Date	Total Application Fees Paid
00056	TEST 2	TEST	Utility, Pipeline, And Cable Crossings	11/16/2023	App. Pkg. Not Complete	11/16/2023	
23162	TEST	test	Utility, Pipeline, And Cable Crossings	10/13/2023	App. Pending Payment & Package to BKDD	11/6/2023	



- Withdraw
- View Details
- View Uploaded Docs
- Communication Log/ Upload Documents
- Edit Application**

STEP 3

In the window that opens, fill in the rest of the information needed in each section. To submit your application, scroll to the bottom of the window and click on the yellow **"Submit."** PLEASE NOTE: Once submitted, the option to edit the application will no longer be available and the status of the application will change to **"App. Pkg. Pending Pre-Screening."**

Edit

Project & Location Details

Project/Development Name *

Development Type *

Project/Development Description Summary *

Project Address *

Project Address 2

Project City *

Project State *

Project Zip *

Owner Details

Owner Firm Name

Owner Name *

Owner Address *

Owner Address 2

Owner City *


Owner State *

Owner Zip *

Owner Phone Number *

Scroll to Bottom

Submit



Brookshire-Katy Drainage District
How to Begin an Application

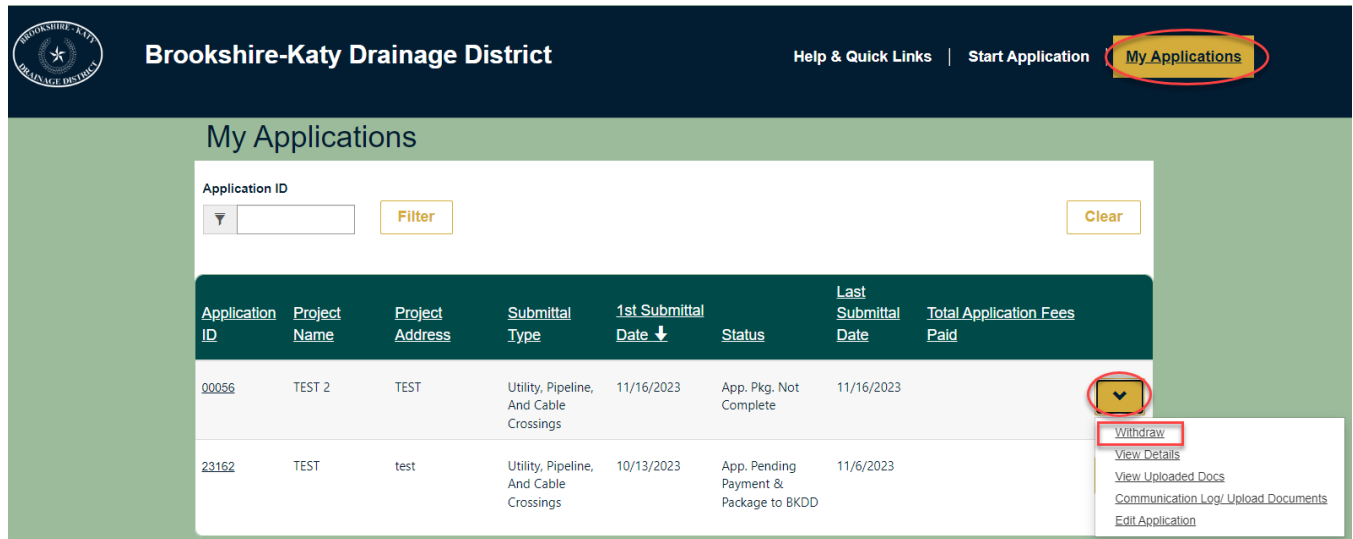
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HOW TO WITHDRAW AN APPLICATION

If an Applicant needs to withdraw an incomplete application, or an application already submitted, please follow the below steps. **PLEASE NOTE:** 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.

STEP 1

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."**



Brookshire-Katy Drainage District

Help & Quick Links | Start Application | **My Applications**

My Applications

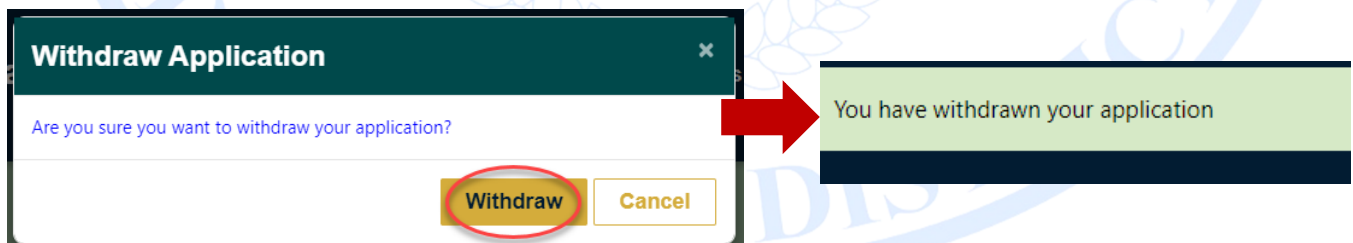
Application ID **Filter** **Clear**

Application ID	Project Name	Project Address	Submittal Type	1st Submittal Date ↓	Status	Last Submittal Date	Total Application Fees Paid
00056	TEST 2	TEST	Utility, Pipeline, And Cable Crossings	11/16/2023	App. Pkg. Not Complete	11/16/2023	
23162	TEST	test	Utility, Pipeline, And Cable Crossings	10/13/2023	App. Pending Payment & Package to BKDD	11/6/2023	

Withdraw
View Details
View Uploaded Docs
Communication Log/ Upload Documents
Edit Application

STEP 2

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.



Withdraw Application

Are you sure you want to withdraw your application?

Withdraw **Cancel**

You have withdrawn your application