



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.

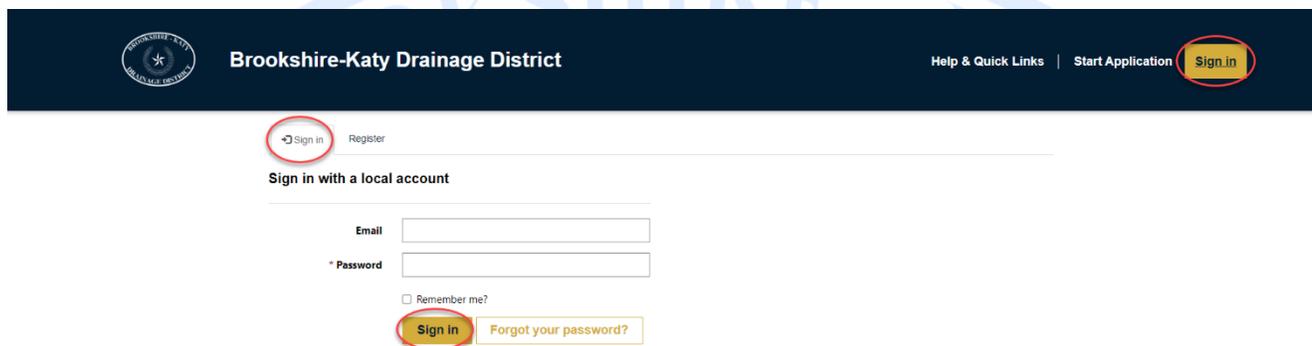
HOW TO MANAGE A SUBMITTED APPLICATION

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**

STEP 4.1

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.

Application ID	Project Name	Project Address	Submittal Type	1st Submittal Date	Status	Last Submittal Date	Total Application Fees Paid
23162	TEST	test	Utility, Pipeline, And Cable Crossings	10/13/2023	App. Pending Payment & Package to BKDD	10/16/2023	

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

PLEASE NOTE: 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 OR click on the yellow drop down, then click on "View Details."

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
23162	TEST	test	Utility, Pipeline, And Cable Crossings	10/13/2023	App. Pending Payment & Package to BKDD	10/16/2023	

View details

Project Information

- Project/Development Name *: TEST
- Development Type *: Duplex/Multi-Family/Subdivision/Commercial
- Project/Development Description Summary *: test
- Project Address *: test
- Project Street Number: -
- Project City: -

Owner Information

- Owner Firm Name: Owner Firm Name
- Owner Name *: Matt Tedder
- Owner Address *: Test
- Owner Address 2: Test
- Owner City *: Test
- Owner State *: Texas

Withdraw
View Details
View Uploaded Docs
Communication Log/ Upload Documents

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

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
23162	TEST	test	Utility, Pipeline, And Cable Crossings	10/13/2023	App. Pending Payment & Package to BKDD	10/16/2023	

View details

View Uploaded Document(s)

- Notification Email Report - Application Pending Payment & Package... 10/16/2023 9:30 AM
- Testing.pdf (2 KB) 10/13/2023 9:41 AM

Withdraw
View Details
View Uploaded Docs
Communication Log/ Upload Documents

PLEASE NOTE: 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."

Brookshire-Katy Drainage District

Help & Quick Links | Start Application | My Applications

My Applications

Application ID Filter

Application ID	Project Name	Project Address	Submittal Type	1st Submittal Date	Status	Last Submittal Date	Total Application Fees Paid
23162	TEST	test	Utility, Pipeline, And Cable Crossings	10/13/2023	App. Pending Payment & Package to BKDD	10/16/2023	

Dropdown menu options: Withdraw, View Details, View Uploaded Docs, **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.

View details

Communication Log

Note Text

+ Add Comment/ Upload File

There are no activities to display.

Submit

Add a Comment

1 Comment: Hello, I have a question regarding my permit.

2 Attach a file: Choose File | No file chosen

3 Submit | Cancel

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. **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.**

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

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

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?

You have withdrawn your application