



1st Web-Based Application Submittal Portal - Public Training Session



QUIDDITY

Modernizing the Application Intake & District's Workflow

November 28, 2023 at 2:00 PM

Agenda



1. Introductions
2. Portal Benefits
3. Getting Started/ Practice Session
4. Final Remarks



Introductions

Portal Benefits

Portal Benefits for the Applicant & BKDD



Increased Efficiency

- Faster application process
- Quicker permit issuance

Accessibility

- Submit &
- Access from anywhere, 24/7

Improved Tracking & Transparency

- Real-time status updates
- Clearer process visibility

Standardization & Consistency

- Uniform application handling
- Reduced error rates

Enhanced Communication

- Automated updates
- Communication Log/ Chat

Data Management & Analysis

- Enhanced data insights
- IDs process improvements

Accessing the Portal

<https://www.bkdd.dst.tx.us>



PERMIT APPLICATION AND ENGINEERING DOCUMENTS

1. Application Portal

All applications and permit requests must be submitted electronically through our web-based Portal, accessible by clicking on the image below.

You first need to **register** before you can start an application.

WELCOME TO BKDD'S WEB-BASED APPLICATION SUBMITTAL PORTAL

POWERED BY QUIDDITY

GETTING STARTED
To start the application process, you will first need to create an account by clicking on the Register button below. If you already have an account, sign in, then click on the Start Application tab at the top of the page.

Register



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 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 "You 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.

QUICKLINKS

- District Staff
- Public Notices
- Elections
- District Financials
- Rules and Regulations
- Permit Application and Engineering Documents**
- Mapping and GIS
- Employment Opportunities
- Records Request
- Frequently Asked Questions

2. Application Guidelines & Help

Guidelines:

- [Required Application Information, Documents, & Fees](#) – **NEW**
- [Application Submittal & Process Guidebook](#) – **NEW**
- [Application \(Start to Finish\) Process Flow Chart](#) – **NEW**

Help:

- [How to Register & Sign in](#)
- [How to Begin an Application](#)
- [How to Manage Submitted Application\(s\)](#)



Application Guidelines & Help

Videos

1. Application Portal

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[Register](#)

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2. Application Guidelines & Help

Guidelines:

- [Required Application Information, Documents, & Fees](#) – **NEW**
- [Application Submittal & Process Guidebook](#) – **NEW**
- [Application \(Start to Finish\) Process Flow Chart](#) – **NEW**

Help:

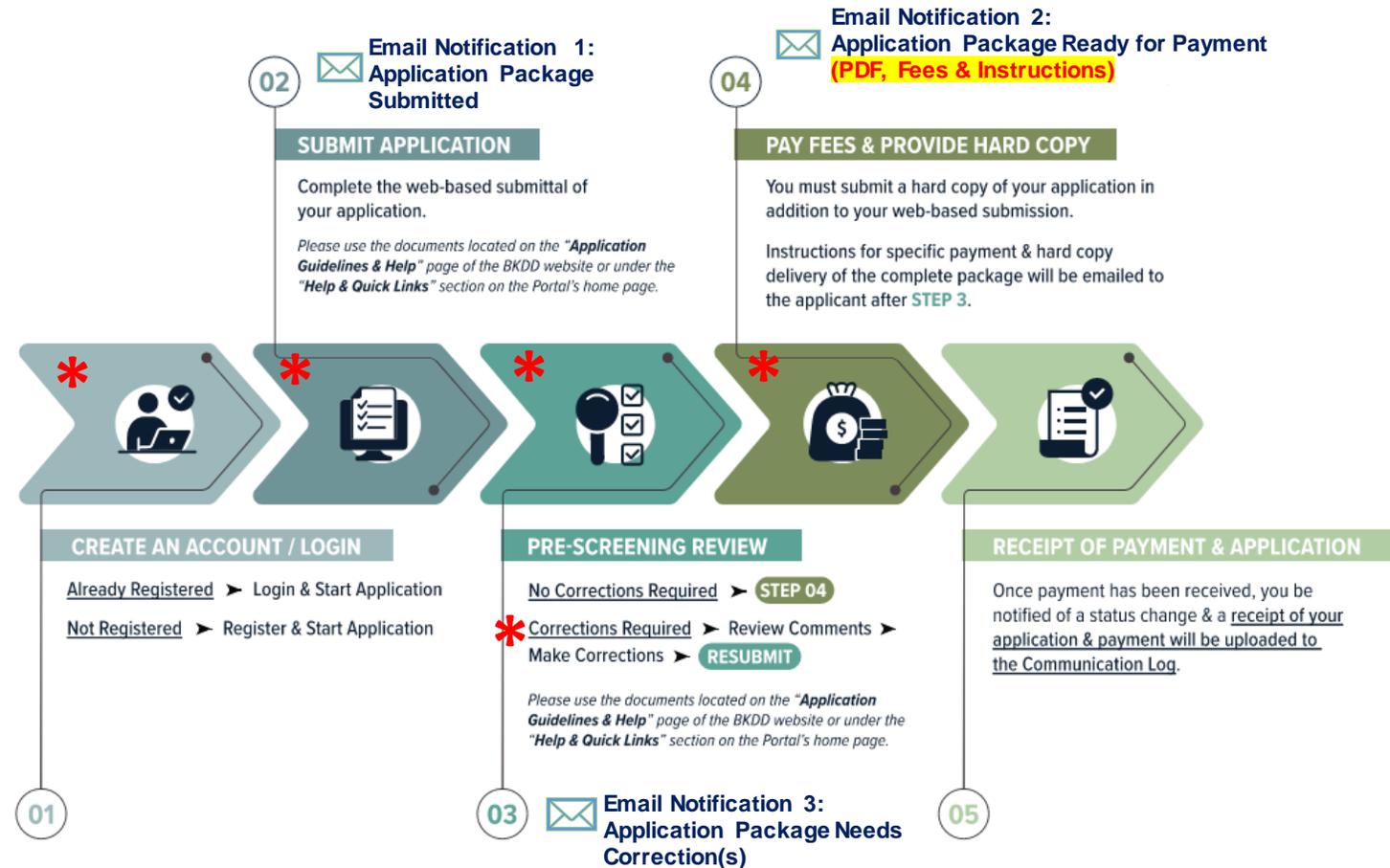
- [How to Register & Sign in](#)
- [How to Begin an Application](#)
- [How to Manage Submitted Application\(s\)](#)

Getting Started

Portal Application, Submittal, & Review Process Flow Chart



* Applicant Step(s)



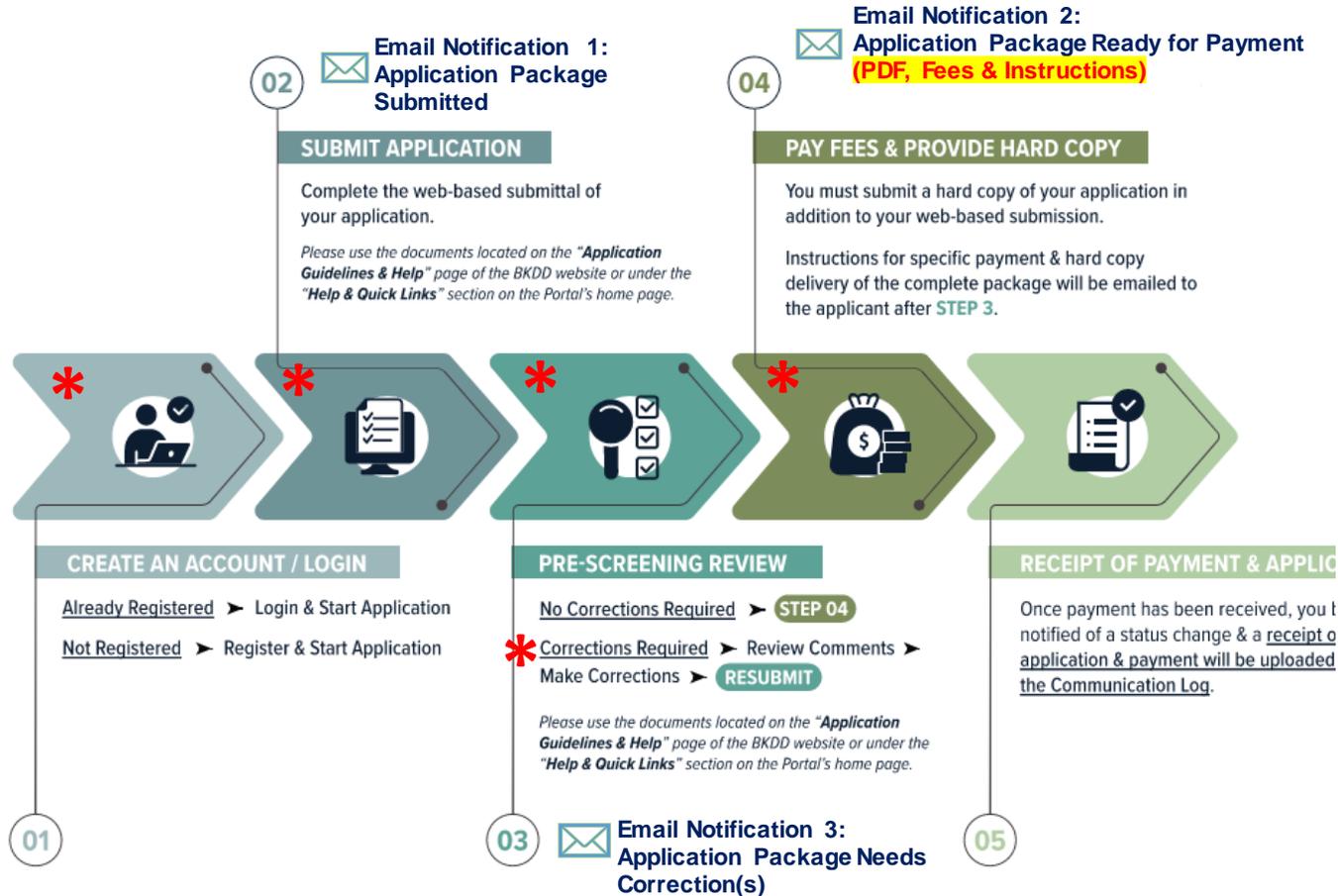
Others:

- Notification 5 - Status Change
- Notification 6 - Communication Log

Portal Application, Submittal, & Review Process Flow Chart



* Applicant Step(s)



Others:



- Notification 5 - Status Change
- Notification 6 - Communication Log

1. Email Notification - Application Under Pre-Screening

Subject: Application Package Received & Under Pre-Screening Review - [APPLICATION No] & [Project Name]

Dear Applicant,

Thank you for your submission. Your application number is 00074, please save this information for your reference and records.

- Your application package will now undergo a **Pre-Screening Review**. Please allow approximately **3 business days** (pending workload) to complete this step. The Pre-Screening Review includes a cursory review of the application information and uploaded documents in preparation for payment by the applicant and a formal review by the BKDD permit team. If there are any questions or missing information, an additional email will be sent with instructions.

Please note that changes cannot be made to an application once submitted. If errors are found, or if you have any questions, don't hesitate to contact the BKDD permit team through the submittal portal [\[PORTAL LINK\]](#). **Please do not send separate emails; all communication must take place via this application's Communication Log found on the My Applications page** (see screen capture below for its location within the portal). Only the registered applicant can view and communicate regarding this permit.

Please do not reply to this email; this mailbox is not monitored.

Brookshire-Katy Drainage District Help Videos | Quick Links | Start Application **1** My Applications

Application ID

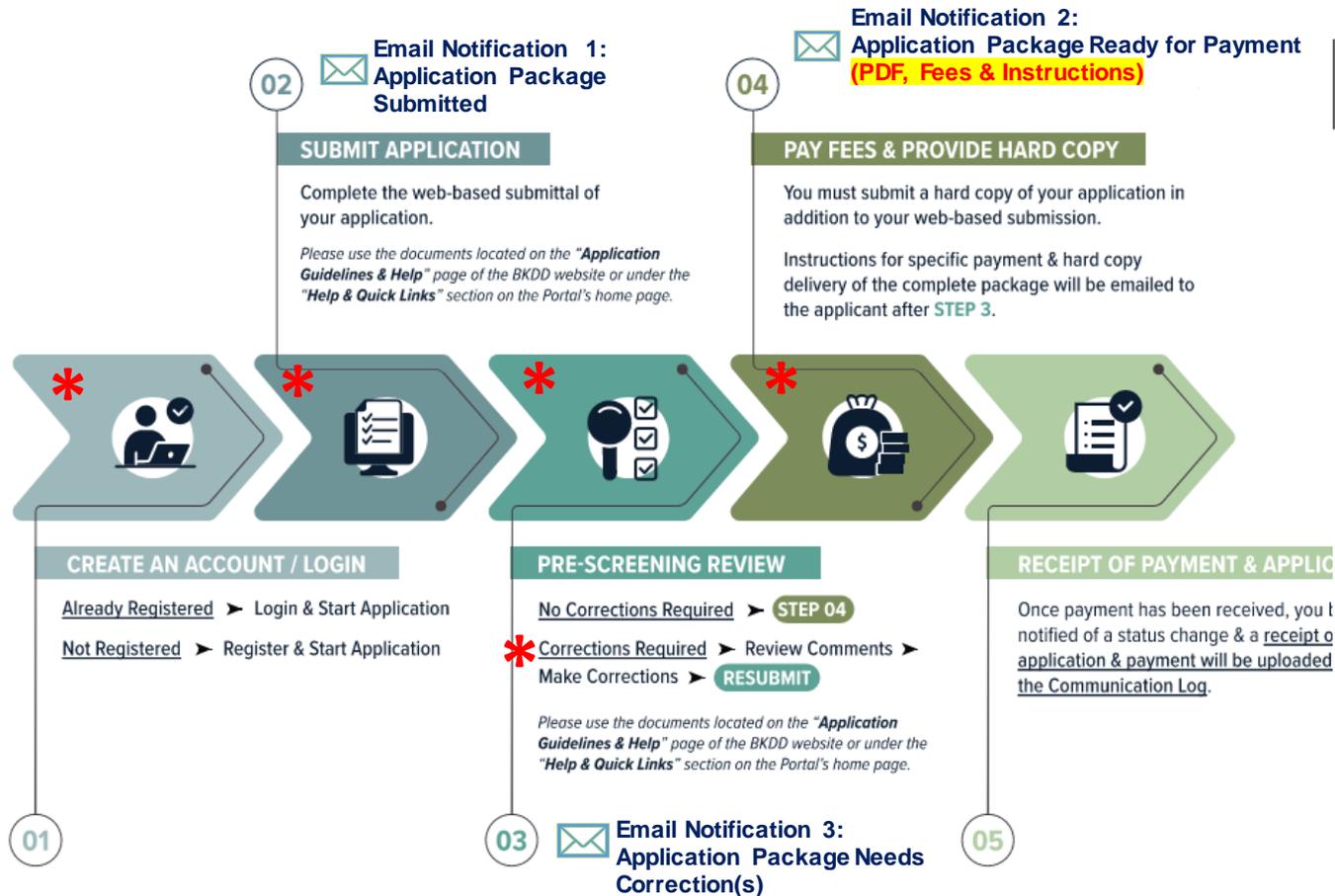
Application ID	Project Name	Project Address	Submittal Type	1st Submittal Date ↓	Permit Status	Last Submittal Date	Total Application Fees Paid
23703		Test	Utility, Pipeline, And Cable Crossings	8/29/2023		8/30/2023	
23702		Test	Utility, Pipeline, And Cable Crossings	8/25/2023	Application Needs Correction(s)	8/25/2023	

2 **3**

Portal Application, Submittal, & Review Process Flow Chart



* Applicant Step(s)



2. Email Notification - Application Pending Payment & Package Delivery to BKDD

Subject: Application Pending Payment & Package Delivery to BKDD - [APPLICATION No] & [Project Name]



Dear Applicant,

The Pre-Screening review of your application package for 00074 & BKDD Joy + Debbi + Rod is complete. Attached is a **Final PDF** copy of your application showing the estimated fee(s) to be paid to Brookshire-Katy Drainage District (BKDD).

Next Steps:

Please promptly **hand-deliver** the following documents and payment to the BKDD office at 1111 Kenney St., Brookshire, TX 77423, **OR mail** the documents and payment to PO Box 608, Brookshire, TX 77423:

1. A **hard copy** of the attached final application with the applicant's signature
2. A **hard copy** of all uploaded documents
3. A check made payable to "**Brookshire-Katy Drainage District**" for the respective estimated fee(s) in the amount of: 1,000. If the fee is blank, please contact BKDD directly.

Please note that BKDD will **NOT** start formal review of the application until a hard copy of the permit application package and all required fees are delivered to BKDD and paid in full. Please allow approximately 30 business days for review of each submittal after receipt of the above documents.

Please note that changes cannot be made to an application once submitted. If errors are found, or if you have any questions, don't hesitate to contact the BKDD permit team through the submittal portal [[PORTAL LINK](#)]. **Please do not send separate emails; all communication must take place via this application's Communication Log found on the My Applications page** (see screen capture below for its location within the portal). Only the registered applicant can view and communicate regarding this permit.

Please do not reply to this email; this mailbox is not monitored.

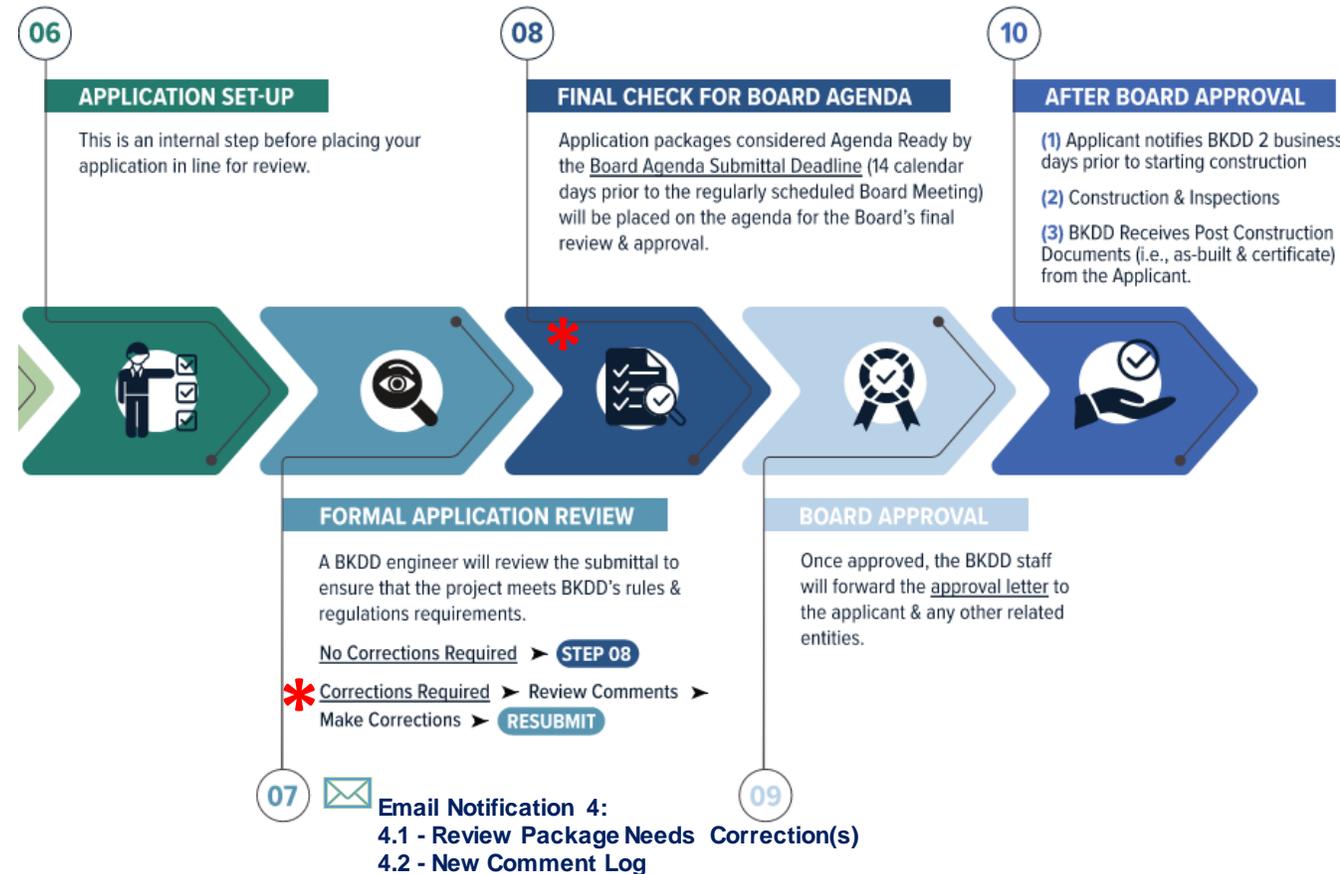
Others:

- Notification 5 - Status Change
- Notification 6 - Communication Log

Portal Application, Submittal, & Review Process Flow Chart



* Applicant Step(s)



Others:

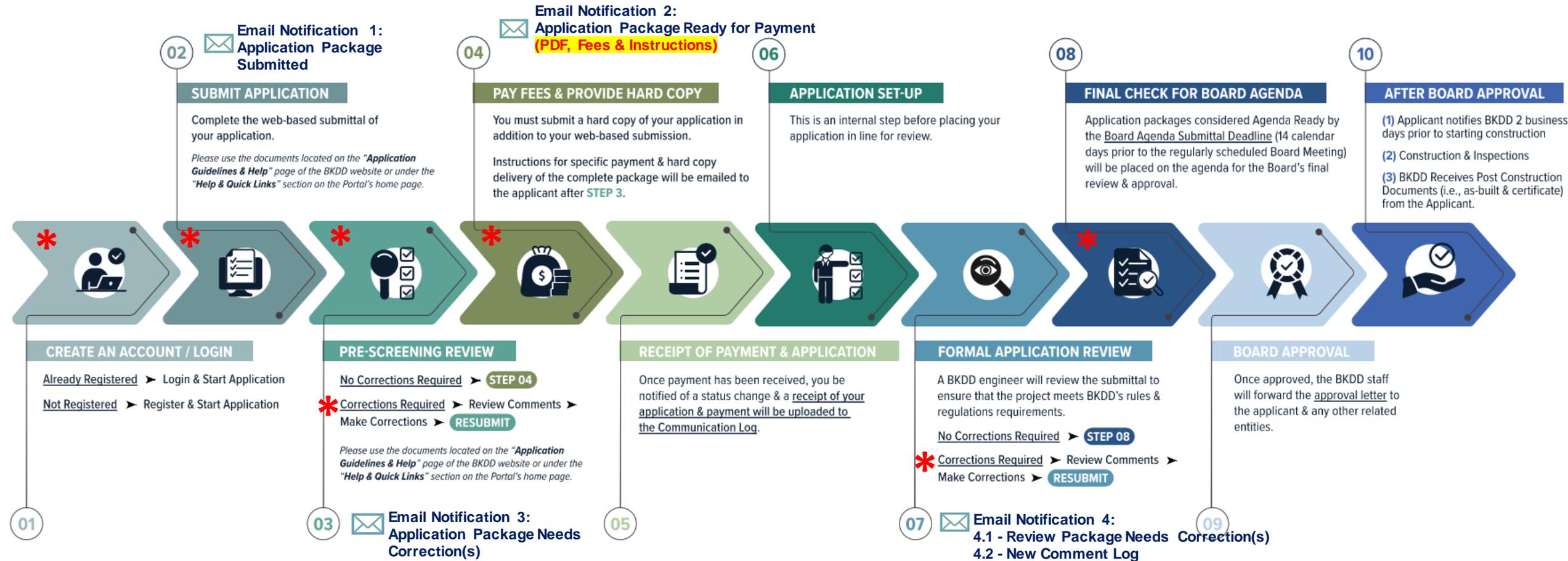


- Notification 5 - Status Change
- Notification 6 - Communication Log

Portal Application, Submittal, & Review Process Flow Chart



* Applicant Step(s)



Others:



- Notification 5 - Status Change
- Notification 6 - Communication Log

Application Status Types:



APPLICANT STATUS Long Version	APPLICATION STATUS Short Version (Used)	Auto Email
App. Package Not Complete	App. Pkg. Not Complete	N/A
Application Package Pending Pre-Screening	App. Pkg. Pending Pre-Screening	#1 – App. Under Pre-Screening
Application Pending Payment & Package to BKDD	App. Pending Payment & Package to BKDD	#2 – Pending Payment & Package to BKDD
Application Package Needs Correction(s)	App. Pkg. Needs Correction(s)	#3 – App. Package Needs Correction(s)
Submittal Needs Correction(s)	Sub. Needs Correction(s)	#4 – Review Package Needs Correction(s)
Rejected Inactive/Canceled Denied Submittal Pending Review Submittal Under Review Submittal Under Final Review No Objection Approved - w/Conditions Approved - Ready for Construction In Construction Construction Complete	Rejected Inactive/Canceled Denied Sub. Pending Rvw. Sub. Under Rvw. Final Review No Objection Approved - w/Conditions Approved - Ready for Const. In Const. Const. Complete	#5 – App. Status Updated
Pre-Development Meeting Requested	Pre-Dev. Mtg. Requested	N/A
Pre-Development Meeting Scheduled	Pre-Dev. Mtg. Scheduled	N/A
Pre-Development Meeting Complete	Pre-Dev. Mtg. Complete	N/A

1. HOW TO REGISTER & SIGN IN

1. How to Register & Sign In



Brookshire-Katy Drainage District

Help & Quick Links | Start Application | Sign in

WELCOME TO BKDD'S WEB-BASED APPLICATION SUBMITTAL PORTAL

POWERED BY  QUIDDITY

GETTING STARTED
To start the application process, you will first need to create an account by clicking on the Register button below. If you already have an account, sign in, then click on the Start Application tab at the top of the page.

[Register](#)



Brookshire-Katy Drainage District

[Sign in](#) [Register](#)

Register for a new local account

* Email

* Password

* Confirm password

[Register](#)

Applicant Profile

 Profile name

 Security

[Change password](#)

Please complete your profile information below and be sure to provide a valid email and direct phone number.

The **First Name** and **Last Name** you provide will be displayed alongside any comments or applications you submit through this site.

Your information

Applicant Information

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Email *	<input type="text"/>	Business Phone *	<input type="text"/>
Title	<input type="text"/>	Street 1 *	<input type="text"/>
City *	<input type="text"/>	Street 2	<input type="text"/>
Zip *	<input type="text"/>	State *	<input type="text" value="Texas"/>

Applicant Firm Information

Engineer Firm Name	<input type="text"/>	Firm State	<input type="text"/>
Firm Registration Number	<input type="text"/>	Firm Zip	<input type="text"/>
Firm Address 1	<input type="text"/>	Firm Phone	<input type="text"/>
Firm Address 2	<input type="text"/>	Firm City	<input type="text"/>

2. HOW TO BEGIN/ CREATE A NEW APPLICATION

2. How to Begin/ Create a New Application



Brookshire-Katy Drainage District

Help & Quick Links | Start Application **Sign in**

WELCOME TO BKDD'S WEB-BASED APPLICATION SUBMITTAL PORTAL

POWERED BY QUIDDITY

GETTING STARTED

To start the application process, you will first need to create an account by clicking on the Register button below. If you already have an account, sign in, then click on the Start Application tab at the top of the page.

Register

Brookshire-Katy Drainage District

Sign in Register

Sign in with a local account

Email

* Password

Remember me?

Sign in **Forgot your password?**

2. How to Begin/ Create a New Application



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

Tract Development With Platting

A Preliminary Plat will typically also require the submittal of Preliminary Drainage Plans
A Final Plat will typically also require the submittal of Final Drainage Plans.



Preliminary Plat & Drainage Plans



Final Plat



Final Drainage Plans



2. How to Begin/ Create a New Application



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](#)

Applicant Profile

Profile name

Security
[Change password](#)

Please complete your profile information below and be sure to provide a valid email and direct phone number.

The **First Name** and **Last Name** you provide will be displayed alongside any comments or applications you submit through this site.

Your information

Applicant Information

First Name * <input type="text"/>	Last Name * <input type="text"/>
Email * <input type="text"/>	Business Phone * <input type="text"/> <small>(E.g. 0000000000)</small>
Title <input type="text"/>	Street 1 * <input type="text"/>
City * <input type="text"/>	Street 2 <input type="text"/>
Zip * <input type="text"/>	State * Texas

Applicant Firm Information

Engineer Firm Name <input type="text"/>	Firm State <input type="text"/>
Firm Registration Number <input type="text"/>	Firm Zip <input type="text"/>
Firm Address 1 <input type="text"/>	Firm Phone <input type="text"/>
Firm Address 2 <input type="text"/>	Firm City <input type="text"/>

2. How to Begin/ Create a New Application



Utility, Pipeline, Cable Crossing Application

Project Location and Information

Owner Information

Submittal Type Detail

Upload Document(s)

Final Review of Application

Application Fee(s)

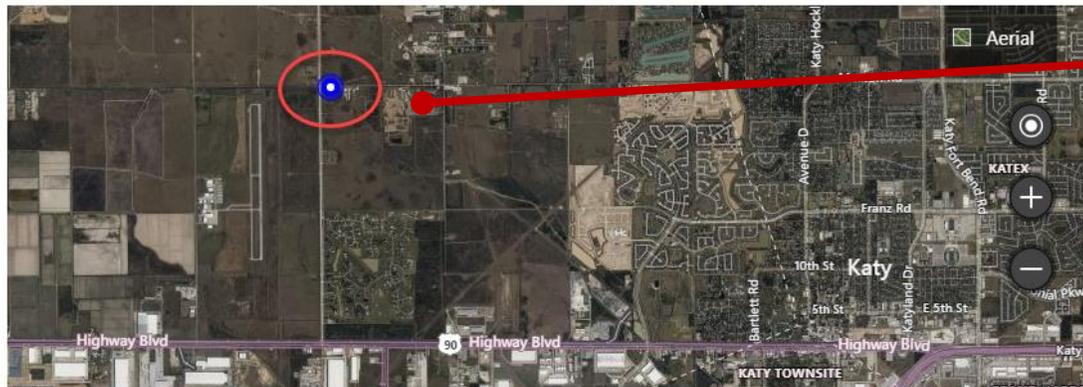
Acknowledge and Submit

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 *



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 *



2. How to Begin/ Create a New Application



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)

2. How to Begin/ Create a New Application



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

2. How to Begin/ Create a New Application



Applicant Relationship

Applicant Relationship to the Project *

Owner

I have read and agree with the Terms of Service & Privacy Policy. *

Next

Project Location and Information

Owner Information

Submittal Type Detail

Upload Document(s)

Final Review of Application

Application Fee(s)

Acknowledge and Submit

Owner Information

Owner Firm Name

Owner Name *

Owner Address *

Owner Address 2

Owner City *

Owner State *

Owner Zip *

Owner Phone Number *

Owner Email *

Verify Owner Email *

Previous

Next

2. How to Begin/ Create a New Application



Applicant Relationship

Applicant Relationship to the Project *

Owner's Agent

- 1
- 2 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 oblige the District to approve the application. *
- 3 I have read and agree with the Terms of Service & Privacy Policy. *

Next

Project Location and Information

Applicant Information

Owner Information

Applicant Information

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

xxxxxxxxxx

Applicant Email *

Previous

Next

2. How to Begin/ Create a New Application



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) *

Carrier Size (in) *

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](#)

2. How to Begin/ Create a New Application



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

There are no folders or files to display.

+ Add files

Previous

Next

Please refer to check list to upload all the necessary “Documents Required”

Uploaded Document(s)

The file upload limit is 50 MB

+ Add files

Add files

Choose files

Choose Files | No file chosen

Add files

Cancel

Add files

Choose files

Choose Files | 3 files

Add files

Cancel

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

2. How to Begin/ Create a New Application



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

There are no folders or files to display.

+ Add files

[Previous](#) [Next](#)



Brookshire-Katy Drainage District

Required Application Information, Documents, & Fees

*"What you need to have and know to
complete your Application."*

2. How to Begin/ Create a New Application



- 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)

Additional Comments (if necessary)

Applicant Relationship to the Project *

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

2. How to Begin/ Create a New Application



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](#)

2. How to Begin/ Create a New Application



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 *

Enter your full name here

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

3

2. How to Begin/ Create a New Application



Application ID

Filter

<u>Application ID</u>	<u>Project Name</u>	<u>Project Address</u>	<u>Submittal Type</u>	<u>1st Submittal Date</u> ↓	<u>Status</u>	<u>Last Submittal Date</u>
00056	TEST 2	TEST	Utility, Pipeline, And Cable Crossings	11/16/2023	App. Pkg. Pending Pre-Screening	11/16/2023
23162	TEST	test	Utility, Pipeline, And Cable Crossings	10/13/2023	App. Pending Payment & Package to BKDD	11/6/2023

2.1. How to EDIT an Application



Application ID

Filter

Clear

<u>Application ID</u>	<u>Project Name</u>	<u>Project Address</u>	<u>Submittal Type</u>	<u>1st Submittal Date</u> ↓	<u>Status</u>	<u>Last Submittal Date</u>	<u>Total Application Fees Paid</u>
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](#)

2.1. How to EDIT an Application



 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 *



2.2. How to WITHDRAW an Application



 **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		<ul style="list-style-type: none">WithdrawView DetailsView Uploaded DocsCommunication Log/ Upload DocumentsEdit Application

Withdraw Application

Are you sure you want to withdraw your application?

Withdraw Cancel

You have withdrawn your application

3. HOW TO MANAGE YOUR APPLICATION

3. How to Manage Your Application



Brookshire-Katy Drainage District

[Help Videos](#)

[Quick Links](#)

[Start Application](#)

[My Applications](#)

Application ID	Project Name	Project Address	Submittal Type	1st Submittal Date	Permit Status	Last Submittal Date	Total Application Fees Paid
23091	Katy Truck Lot	27974 Clay Rd	Tract Development Without Platting	10/3/2023	App. Pkg. Not Complete	10/3/2023	
23090	Rod Big Park	27974 Clay Rd	Drainage Connections without Land Use Changes	10/2/2023	App. Pkg. Pending Pre-Screening	10/5/2023	



- [Withdraw](#)
- [View Details](#)
- [View Uploaded Docs](#)
- [Communication Log](#)



Communication Log

Note Text

[Add comment](#)

 less than a minute ago
Modified on 10/5/2023 10:37 AM

Rod Pinheiro

Hello Board members and staff. Good to see you here.

Created by Rod Pinheiro

Final Remarks

FINAL REMARKS



Recap of Key Points:

- User Manuals and Guides
- User Feedback: Collecting feedback for future improvements
- **FAQs**

Next Steps:

- When users can start using the portal (no later than 12-04)
- Where to get help - bkddpermitting@quiddity.com

Q&A



QUIDDITY
ENGINEERING