

The image shows the exterior of a modern building with a grey metal facade and red brick accents. The text "BRIDGESTONE M.U.D. OPERATIONS & WATER EDUCATION CENTER" is mounted on the wall above a large glass entrance. The address "19720" is visible on the glass. The building is set against a clear blue sky.

BRIDGESTONE M.U.D.
OPERATIONS & WATER
EDUCATION CENTER

Bridgestone Municipal Utility District

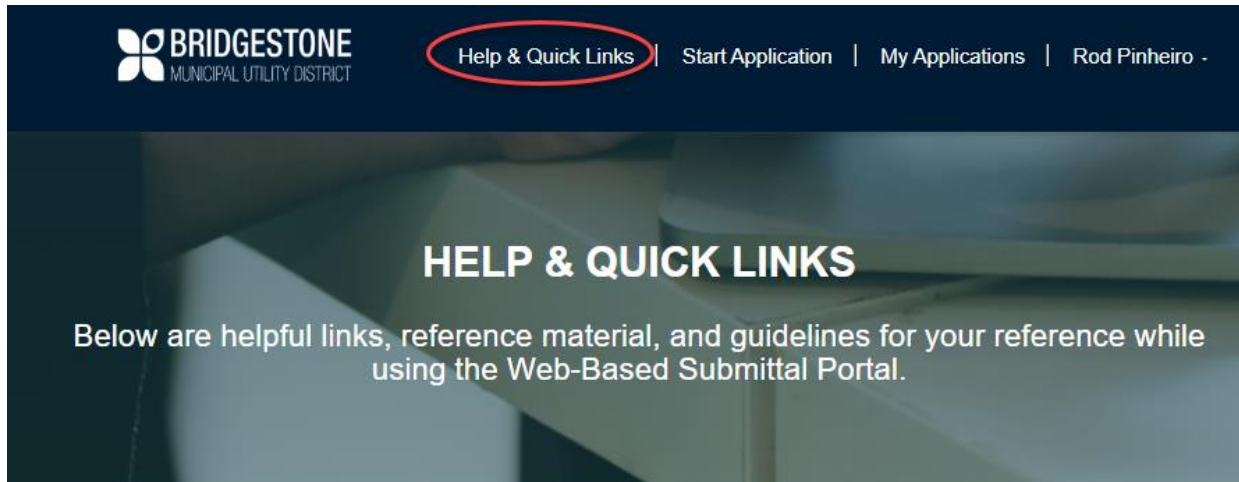
How to Request a Pre- Development Meeting

Last Revised in August, 2024

HOW TO REQUEST A PRE-DEVELOPMENT MEETING

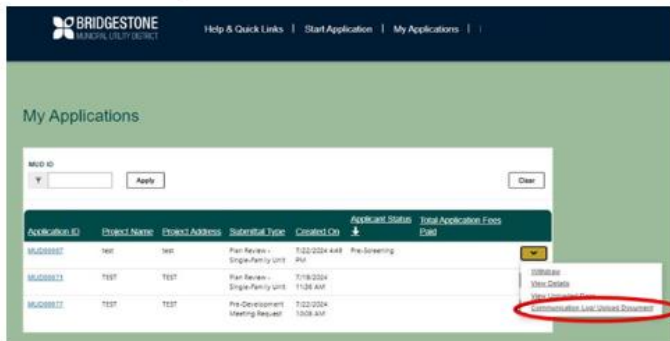
This guide shows applicants how to begin an application in the Bridgestone Municipal Utility District (BRIDGESTONE) Application Submittal Portal (Portal). If you have any questions, please contact Bridgestone's Application Team at bridgestoneportal@quiddity.com.

Please review the documents located under the "Application Guidelines & Help" section under the "Help & Quick Links" tab located on the Portal main page for more information (see image below) on what each application type will require.



1.1 EXISTING APPLICATION INQUIRES

If you have a question, comment, or concern about an existing application, please contact us through the application's Communication Log within the Portal - see the screenshot below.



Responses to questions/comments related to an application that has already been submitted will only be answered via the Communication Log.

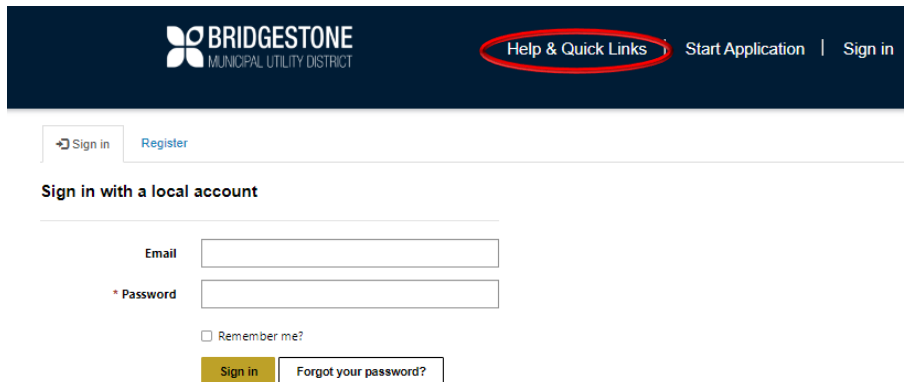
The Communication Log for your Application can be located under "My Applications" under the yellow drop-down next to the corresponding Application.

2. APPLICATION GUIDELINES & HELP

HOW TO SUBMIT AN APPLICATION

STEP 1

To submit an application, you will need a registered account. If you do not have an account, please refer to the "How to Register & Sign in" guide under the portal's "Help & Quick Links" tab located on the Portal main page for more information. If you already have an account, proceed to Step 2.



BRIDGESTONE
MUNICIPAL UTILITY DISTRICT

Help & Quick Links | Start Application | Sign in

Sign in Register

Sign in with a local account

Email

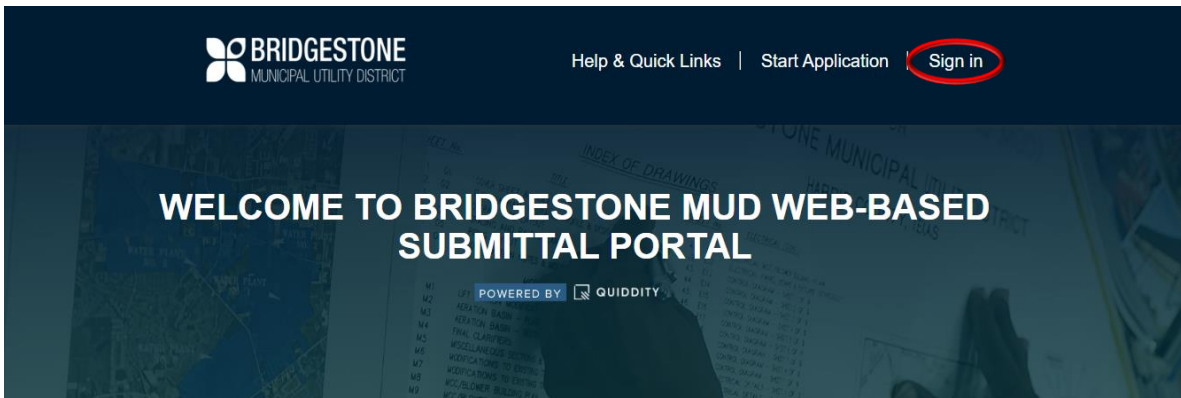
* Password

Remember me?

Sign in Forgot your password?

STEP 2

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



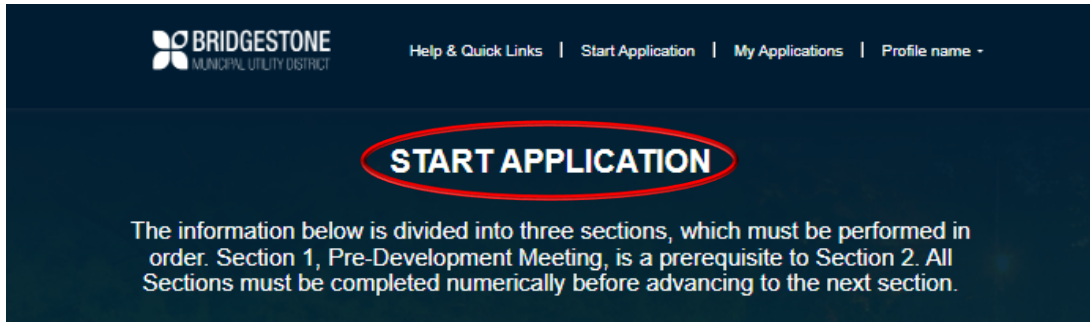
GETTING STARTED

To start the application process, create an account by clicking Register. If you already have one, sign in, then click Start Application at the top of the page.

Register

STEP 3

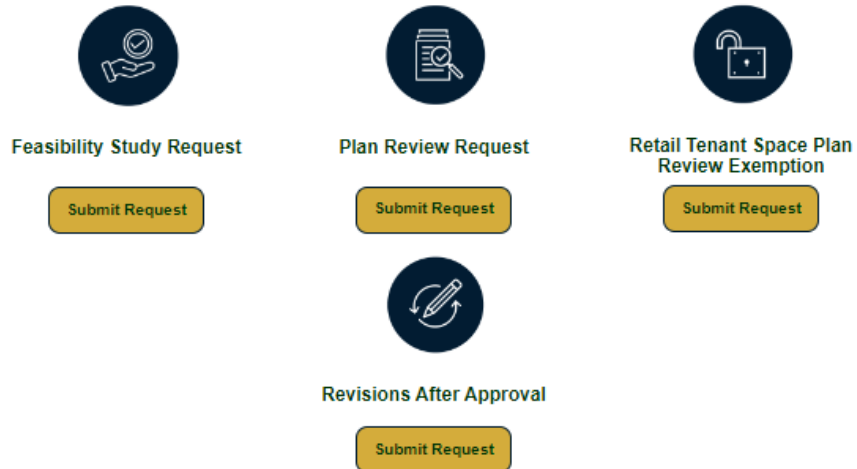
Once signed in, you will be redirected to the "Start Application" page. Click on one of the yellow boxes to select the option you wish to submit. (For this guide, "Pre-Development Meeting Request" will be used as an example.)



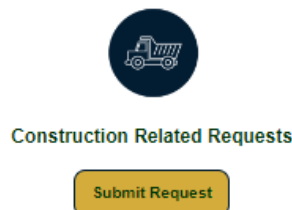
SECTION 1: Schedule a mandatory Pre-Development Meeting.



SECTION 2: After scheduling your Pre-Development Meeting, you can choose the option below that best fits your needs.



SECTION 3: After completing all applicable items in Section No. 2, you can proceed to Section No. 3.



STEP 4

Once you select an option from the list, you will be directed to a new page with additional information about that option. To proceed with submitting an application, click on the **"Request Meeting"** button.

PRE-DEVELOPMENT MEETING REQUEST

A Pre-Development Meeting is mandatory with the Bridgestone engineer and/or staff before undertaking a project within Bridgestone.

Before scheduling a meeting, please note the following:

1. Bridgestone cannot provide development advice or guarantee applications approval.
2. Bring a conceptual plan and clear development vision to the meeting for better project understanding and feedback.
3. After receiving your request, we will send a Microsoft Teams calendar invite with call-in details. Pre-development meetings are usually scheduled for 30 minutes on Thursday mornings, first come, first served.

Request Meeting

For more information regarding requesting a pre-development meeting request, please review the "Required Application Information, Documents, & Fees" document located [here](#).

STEP 5

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

PRE-DEVELOPMENT MEETING FORM

Project Location & Information

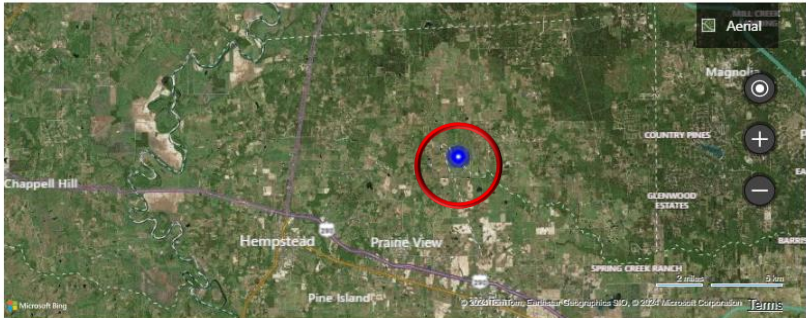
- Owner Information
- Submittal Type Detail
- Upload Document(s)
- Review and Submit

Project Location

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

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

Map *



The map displays an aerial view of a rural area with green fields and some buildings. A blue dot is placed on the map, and it is surrounded by a red circle. The map includes labels for 'Chappell Hill', 'Hempstead', 'Pine Island', 'Prairie View', 'Country Pines', 'Glenwood Estates', and 'Spring Creek Ranch'. There are also navigation controls like a compass, zoom in (+), zoom out (-), and a 'Terms' link at the bottom right.

STEP 6

Fill in the "Project Information" for your project.

Project Information

Project/Development Name *

Type of Development *

Project/Development Description Summary

Project Address *

Project Address 2

Project City *

Project State *

Project Zip *

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.

Additional Notification Email 1

Additional 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, and then click "Next."

Applicant Relationship

1 **Applicant Relationship to the Project ***
Owner

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

3 Click here to review our [Terms of Use](#) and [Privacy Policy](#).

- 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."

Applicant Relationship

1 **Applicant Relationship to the Project ***
Owner's Agent

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 Bridgestone. The property/project owner authorizes Bridgestone 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 Bridgestone to approve the application. *

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

Click here to review our [Terms of Use](#) and [Privacy Policy](#).

Next

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 select **"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.

Project Location & Information ✓

Owner Information

Submittal Type Detail

Upload Document(s)

Review 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 *

- B. **Owner's Agent** – If you select "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.

Project Location & Information ✓

Applicant Information

Owner Information

Submittal Type Detail

Upload Document(s)

Review and Submit

Applicant Information

Applicant Name *

Applicant Address *

Applicant Address 2

Applicant City *

Applicant State *

Texas

Applicant Zip *

Applicant Phone Number *

Applicant Email *

Previous Next

Project Location & Information ✓

Applicant Information ✓

Owner Information

Submittal Type Detail

Upload Document(s)

Review and Submit

Owner Information

Owner Firm Name

Owner Name *

Owner Address *

Owner Address 2

Owner City *

Owner State *

Select

Owner Zip *

Owner Phone Number *

(Numeric Values Only, E.g. xxxxxxxxxx)

Owner Email *

Verify Owner Email *

Previous Next

PLEASE NOTE FOR STEPS 10 & 11: Each application type will require different information to be entered and documents uploaded. As the introduction states, please review the documents under the "Help & Quick Links" tab on the Portal main page for more information.

STEP 10

Fill in the boxes below and then click "Next" at the bottom of the page to proceed to Step 11.

- Project Location & Information ✓
- Applicant Information ✓
- Owner Information ✓
- Submittal Type Detail**
- Upload Document(s)
- Review and Submit

Pre-Development Meeting Request

Describe Your Proposed Development *

Is the Proposed Development a Standalone Project or a Part of a Master Development with Multiple Projects? *

Total Acreage of Tract(s) *

Total Water Capacity Request for the Proposed Development. This must include irrigation usage if irrigation is proposed for your development. (Gallons Per Day Average Daily Flow) *

Total Wastewater Capacity Request for the Proposed Development (Gallons Per Day Average Daily Flow) *

Provide proposed plan for detention based on the preliminary design:

1. Please explain how runoff from the site is being collected and how sheet flow is being contained;
2. Please upload a copy of the plat in the next step of the application (Upload Document);
3. If applicable, please upload a copy of the sketch of the drainage area and preliminary drainage plans in the next step of the application.

Other Relevant Information

STEP 11

Click on the " Add Files " button to upload the required documents for the permit application you selected.

PLEASE NOTE: The individual file size cannot exceed 50 MB.

Project Location & Information ✓
Applicant Information ✓
Owner Information ✓
Submittal Type Detail ✓
Upload Document(s)
Review and Submit

Upload Document(s)

Please upload your site plan that clearly shows all of your proposed fixtures.

The maximum file upload size is 50 MB per document. If your file is larger than 50 MB, please consider the following alternatives:

- Cloud Services: Upload your file to a cloud service and provide a shareable link in the Communication Log once the application is submitted. Please ensure that permissions are set so that the review team can access the file.
- Compress Your Files: Use file compression software to reduce the size of your documents without losing quality. Tools like Zip or WinRAR can often significantly reduce file sizes.
- Refer to the Required Application Information, Documents, & Fees Handout for a list of applicable files to upload. [Required Application Information & Fees](#).

There are no folders or files to display.

Previous Next

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

Add files ×

Choose files Choose Files No files chosen

Add files Cancel

Add files ×

Choose files Choose Files Document 2.docx

Add files Cancel

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

Project Location & Information ✓
Applicant Information ✓
Owner Information ✓
Submittal Type Detail ✓
Upload Document(s)
Review and Submit

Upload Document(s)

Please upload your site plan that clearly shows all of your proposed fixtures.

The maximum file upload size is 50 MB per document. If your file is larger than 50 MB, please consider the following alternatives:

- Cloud Services: Upload your file to a cloud service and provide a shareable link in the Communication Log once the application is submitted. Please ensure that permissions are set so that the review team can access the file.
- Compress Your Files: Use file compression software to reduce the size of your documents without losing quality. Tools like Zip or WinRAR can often significantly reduce file sizes.
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Name ↑	Modified	
Document 1.pdf (12 KB)	7/22/2024 3:18 PM	▼
Document 2.docx (18 KB)	7/22/2024 3:19 PM	▼

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 "**Submit**" at the bottom of the page.

PLEASE NOTE: Changes cannot be made to an application once submitted.