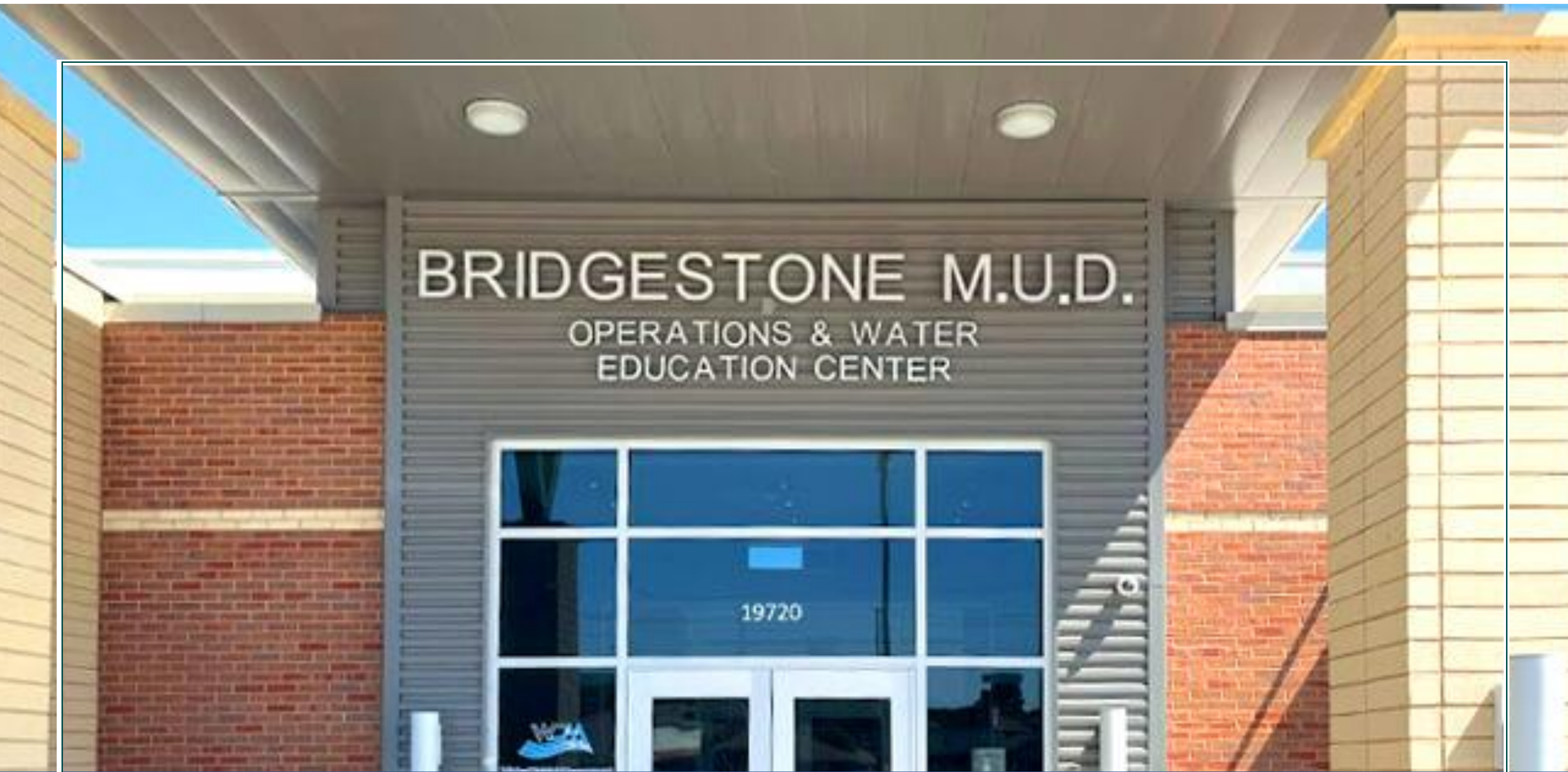


Bridgestone Municipal Utility District

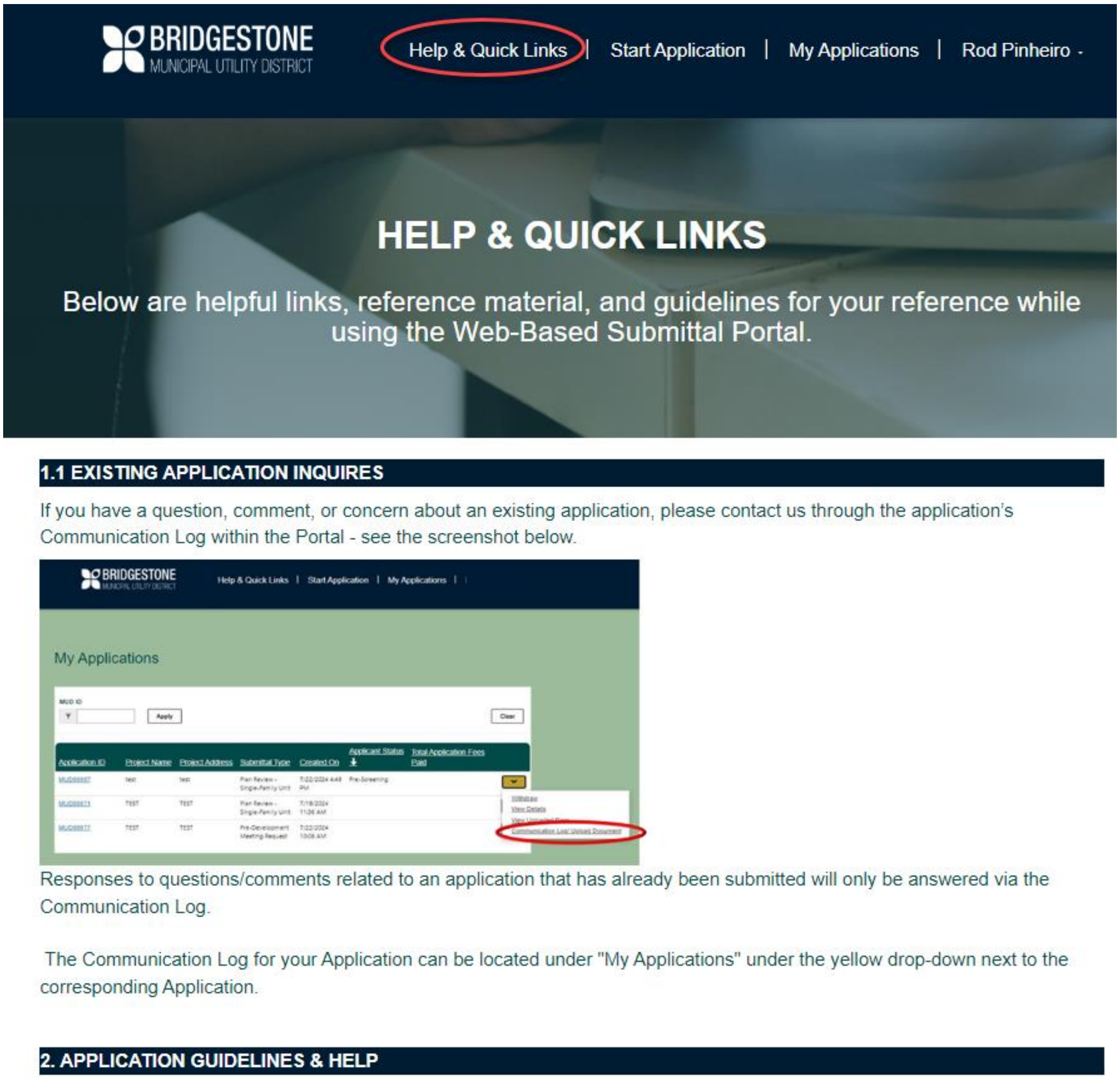
How to Request a Pre-Development Meeting

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.

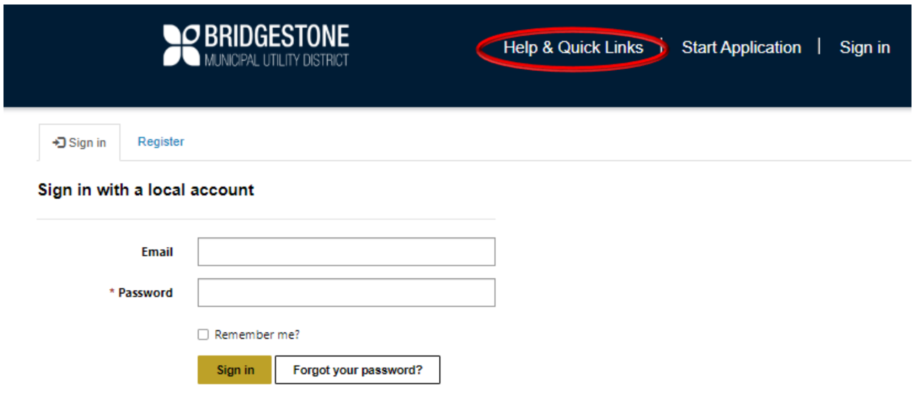
Please review the documents located under the **"Application Guidelines & Help"** section under the **"Help & Quick Links"** tab located on the Portal main page for more information (see image below) on what each application type will require.



HOW TO SUBMIT AN APPLICATION

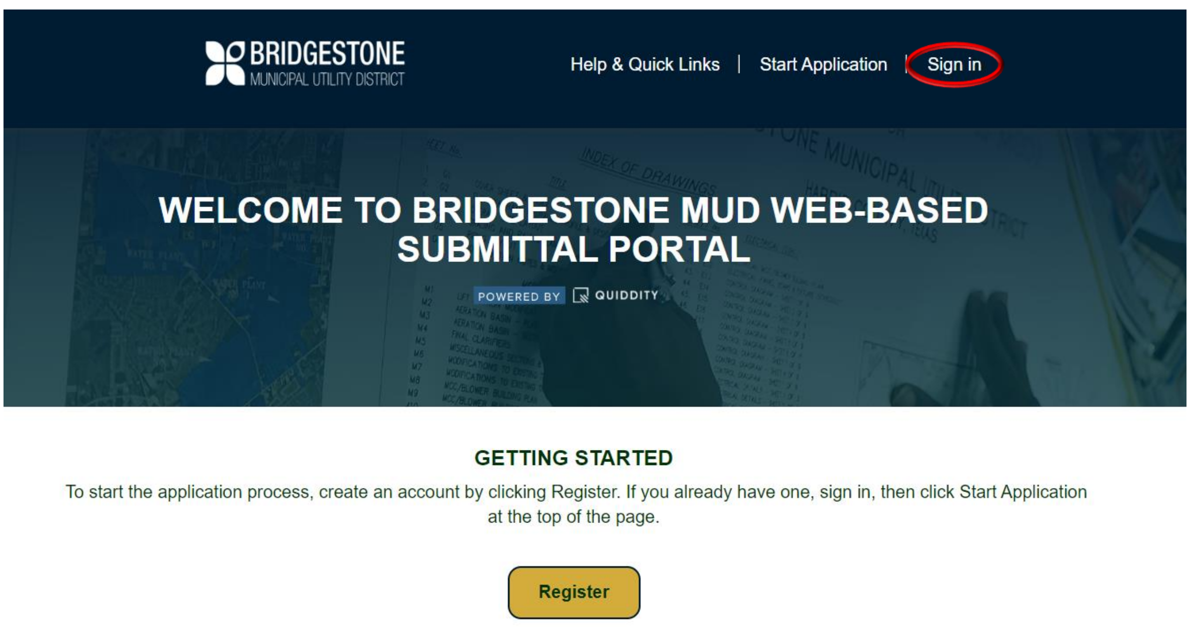
STEP 1

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.



STEP 2

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



STEP 3

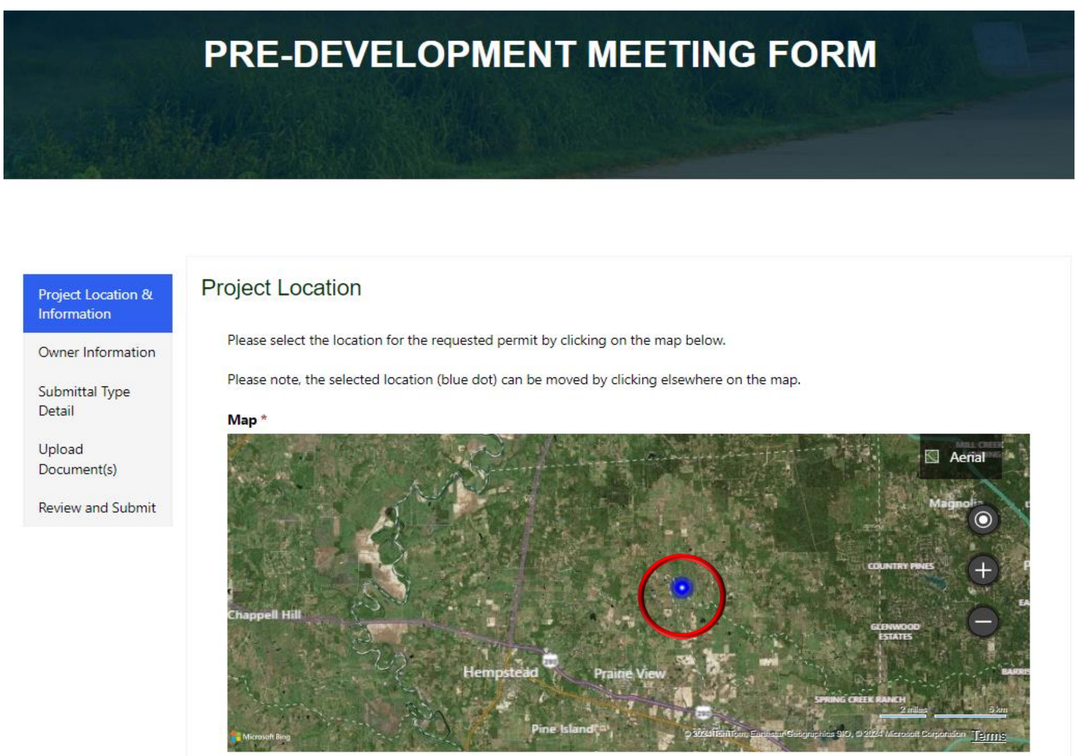
Once signed in, you will be redirected to the **"Start Application"** page. Click on one of the yellow boxes to select the option you wish to submit. (For this guide, "Pre-Development Meeting Request" will be used as an example.)

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.

STEP 5

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



STEP 6

Fill in the **"Project Information"** for your project.

Project Information

Project/Development Name *

Type of Development *

Select

Project/Development Description Summary

Project Address *

Project Address 2

Project City *

Houston

Project State *

Texas

Project Zip *

77388 or 77379

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.

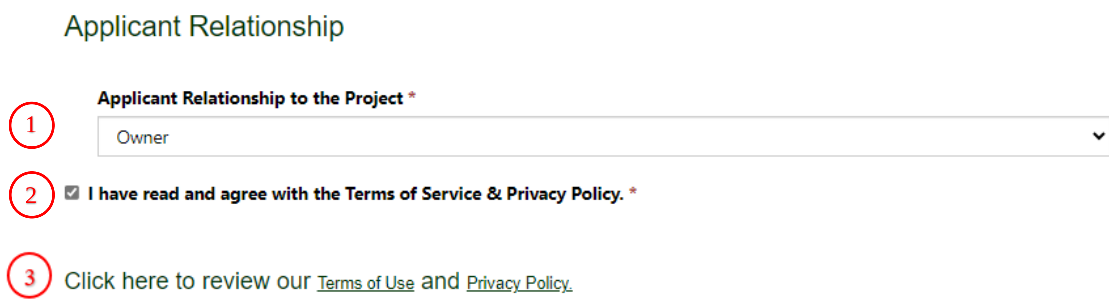
Additional Notification Email 1

Additional Notification Email 2

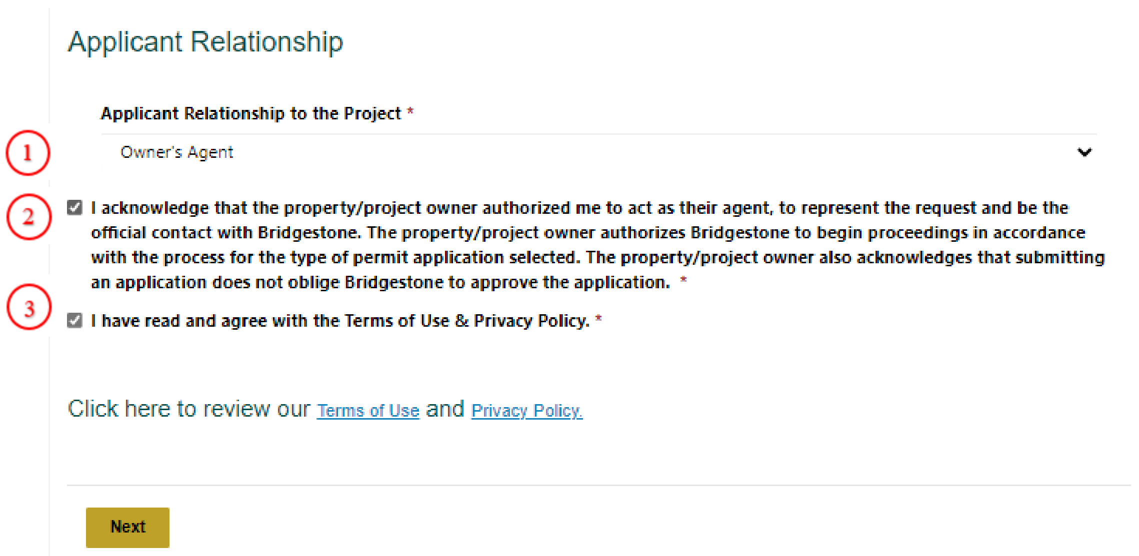
STEP 8

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."**



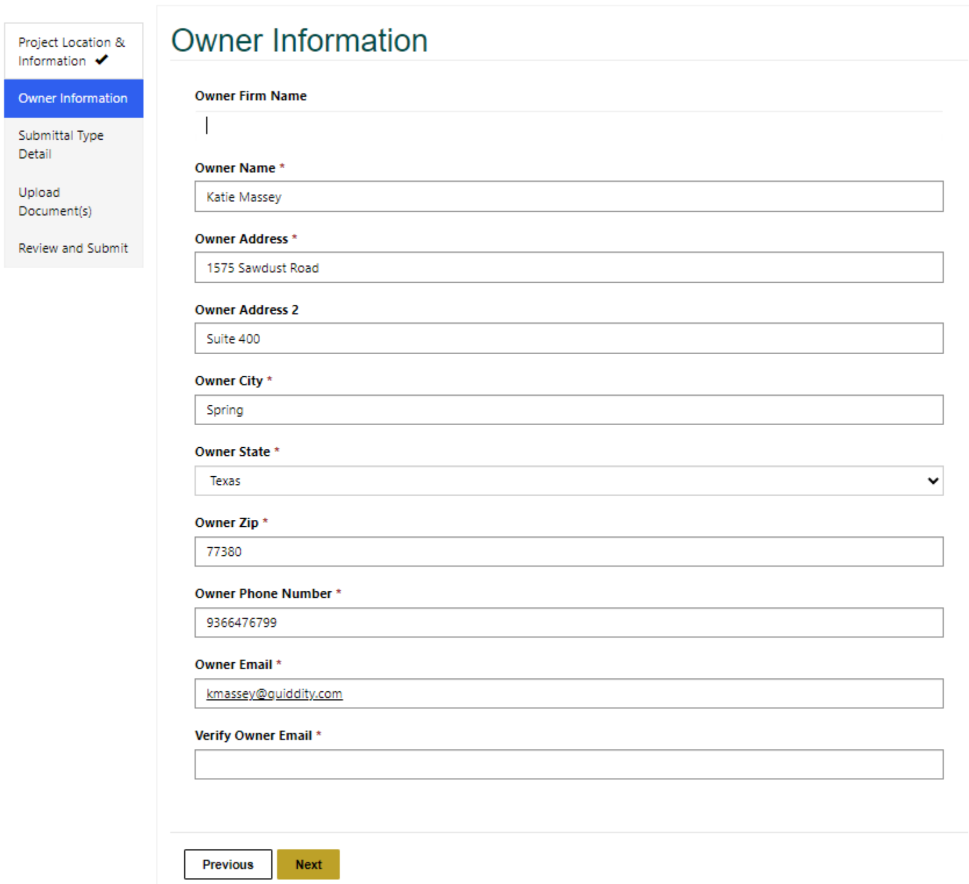
B. **Owner's Agent -** If you are submitting the application on behalf of the project owner, select **"Owner's Agent"** from the drop-down list, click on the boxes to acknowledge the provided statements, then click **"Next."**



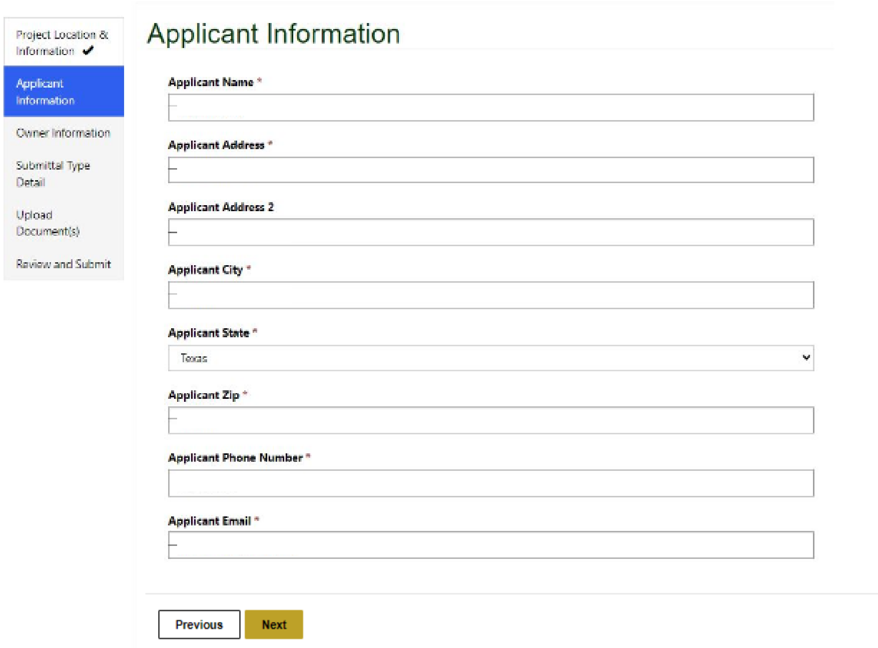
STEP 9

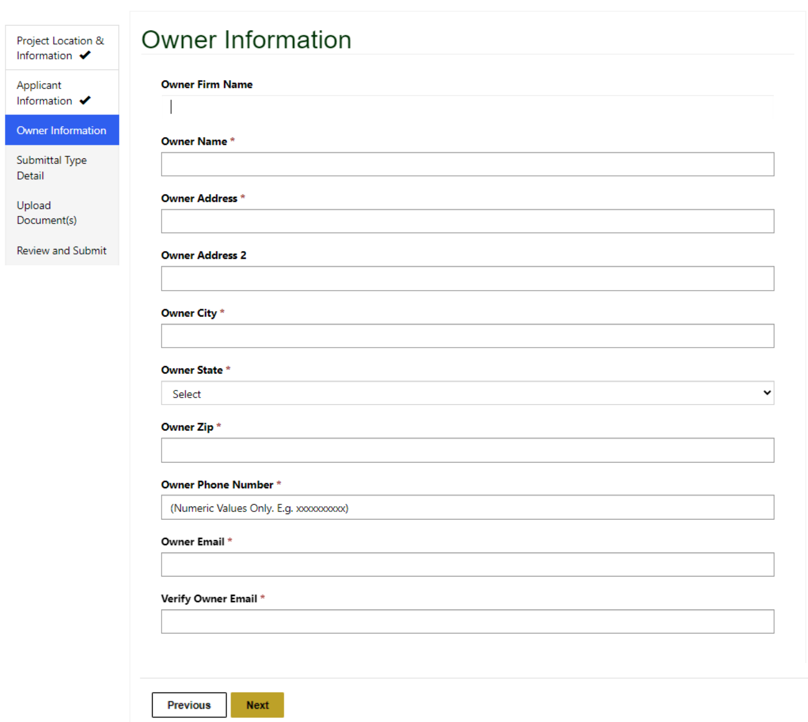
Depending on if you selected **"Owner"** or **"Owner's Agent"** in Step 8, you will be directed to one of the following options:

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.



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.

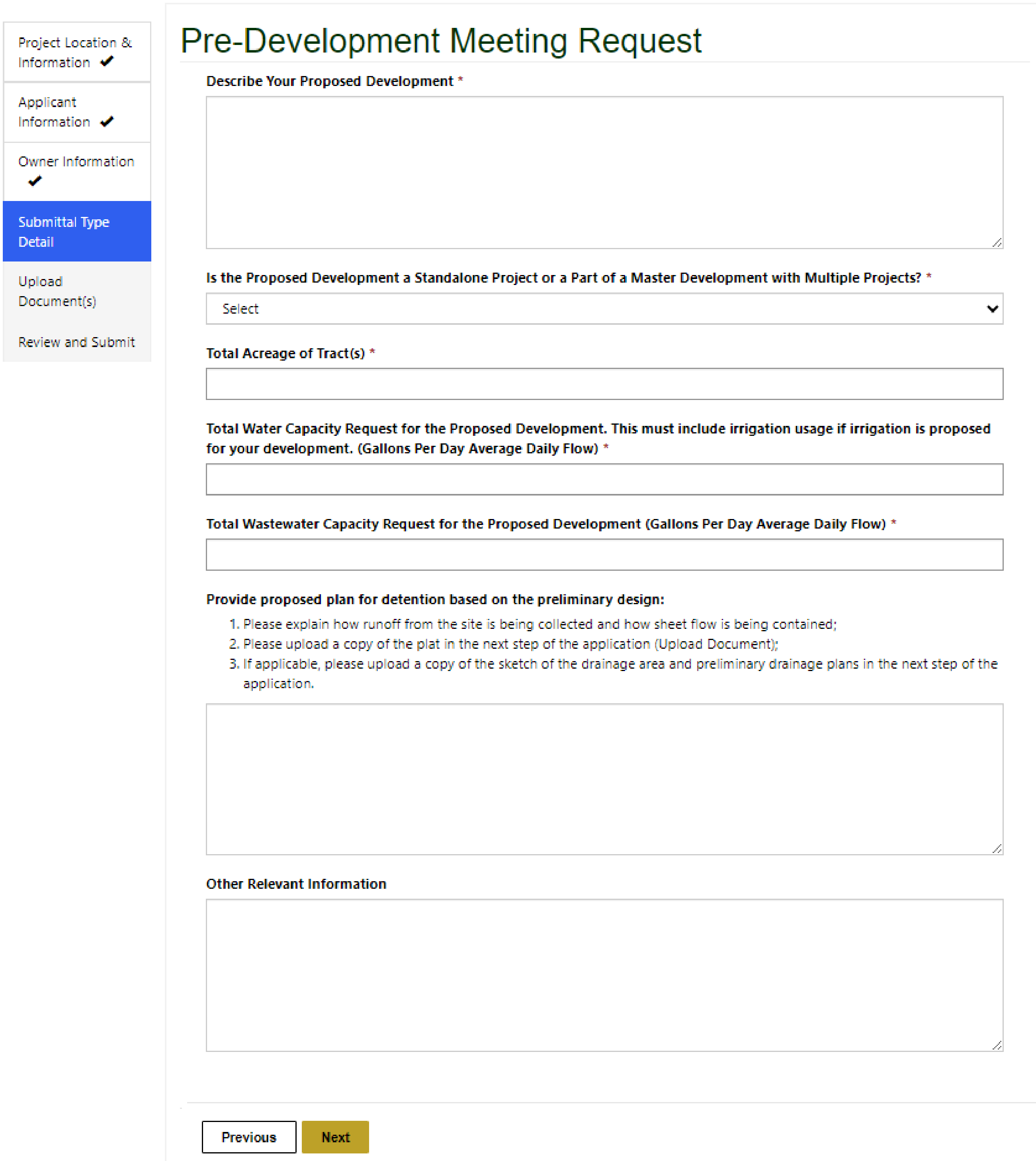




<u>PLEASE NOTE FOR STEPS 10 & 11</u>: Each application type will require different information to be entered and documents uploaded. As the introduction states, please review the documents under the **"Help & Quick Links"** tab on the Portal main page for more information.

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? *

Select

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.

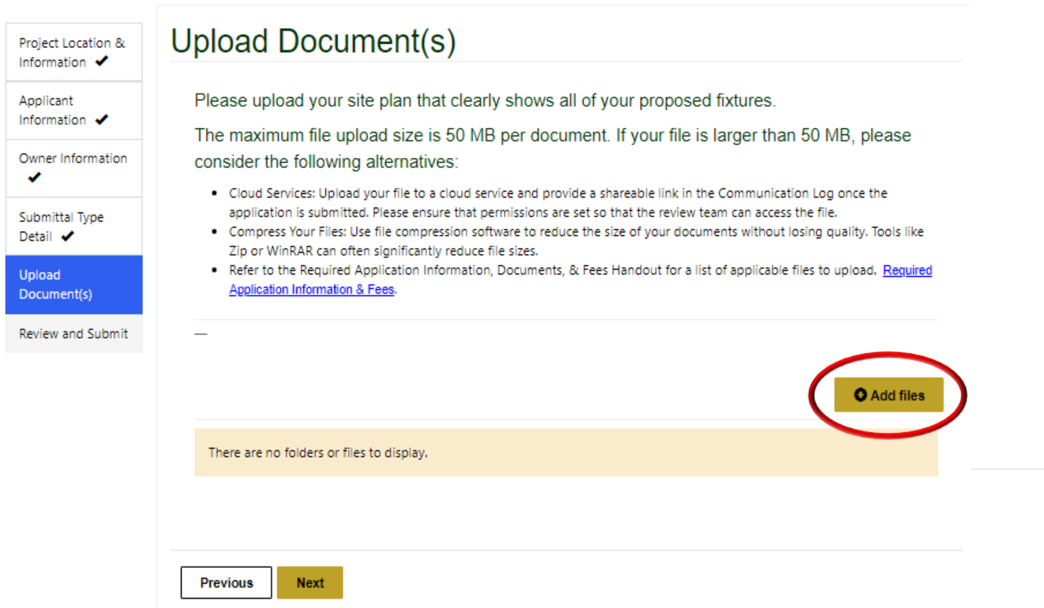
Other Relevant Information

Previous | Next

STEP 11

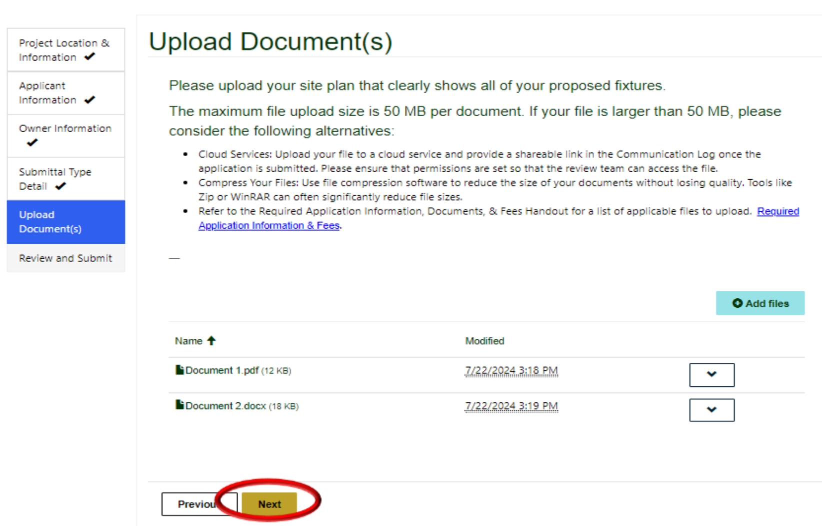
Click on the " **Add Files** " button to upload the required documents for the permit application you selected.

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



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."**

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



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.