

The image shows the exterior of a modern building with a mix of brick and grey horizontal siding. The entrance features a large glass door and windows. Above the entrance, the text "BRIDGESTONE M.U.D. OPERATIONS & WATER EDUCATION CENTER" is displayed in white. The address "19720" is visible on the glass above the door. There are some signs on the glass, including one for "WATER" and another for "BRIDGESTONE".

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

Bridgestone Municipal Utility District

Required Application Information, Documents, & Fees

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

Last Revised in August 2024

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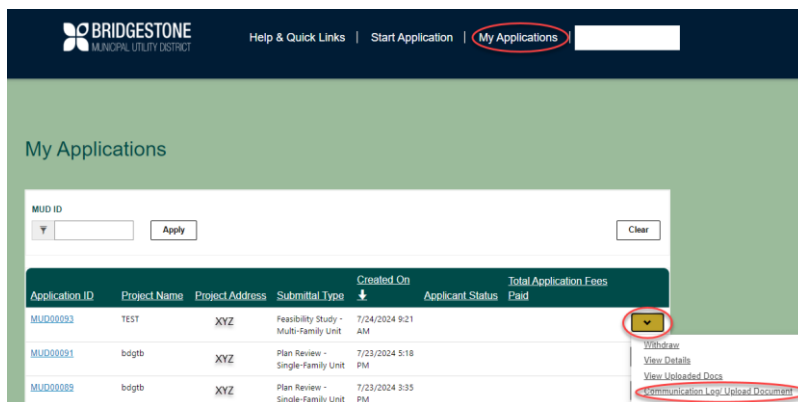
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INTRODUCTION:

The purpose of this document is to provide enough information and clarification to the applicant for a successful application submittal to Bridgestone within the Application Submittal Portal (Portal). For additional information regarding the submittal, review, and approval process, please reference the "**Application Submittal & Process Guidebook**" in the "**Help & Quick Links**" tab located on the Portal main page.

You cannot make changes to an application once it is submitted. If you find errors after submission, please contact the Bridgestone Application Team in your Application's **Communication Log** within the portal to make the necessary changes.

PLEASE NOTE: All communication must take place via the Application's **Communication Log**, found on the "**My Applications**" page of the portal (see below). In addition to the **Communication Log**, Applicants will be auto-notified of application status updates via email. Please do not contact Bridgestone's Application Team or submit unnecessary questions (i.e., to check the status of your application). These interruptions are time-consuming and slow the review process. For more information regarding managing an already submitted application, please review the "**How to Manage Your Application**" guide located on Bridgestone's website or in the "**Help & Quick Links**" tab located on the Portal main page.



AVAILABLE APPLICATION TYPES, RELEVANT INFORMATION, & DEFINITIONS:

1. Pre-Development Meeting Request

A mandatory meeting to have an informal discussion for obtaining general information about the application process; better understanding what Bridgestone and other agencies with jurisdiction may require to set realistic schedules and expectations for your project; asking any questions that relate to your property; and identifying potential obstacles that may impact your Development.

2. Feasibility Study – Single-Family Unit, Multi-Family Unit, or Commercial Unit

This application type encompasses the following types:

- a. **Single-Family Unit:** shall mean each single-family structure designed for occupation as a residence, whether by the owner or by a renter or lessee, generally considered to be and used for residential purposes, and which is not included within the definition of Multi-Family Unit.
- b. **Multi-Family Unit:** shall mean an individual dwelling unit within a single structure containing more than one (1) dwelling unit, including, without limitation, Multi-Family condominiums, townhomes, apartments, duplexes, hotels, motels, and other structures of a similar kind or character.
- c. **Commercial Unit:** shall mean any structure, including without limitation each individual structure within a group of structures located on a single tract of land and with a common owner, designed for business purposes, including an office building, retail store, warehouse, service station, school subject to property taxation, recreational center, and any other establishment not generally considered as a residential structure or included in the definition of Multi-Family Unit or Single-Family Unit.

3. Plan Review – Single-Family Unit, Multi-Family Unit, or Commercial Unit

This application type encompasses the following types:

- a. **Single-Family Unit:** shall mean each single-family structure designed for occupation as a residence, whether by the owner or by a renter or lessee, generally considered to be and used for residential purposes, and which is not included within the definition of Multi-Family Unit.
- b. **Multi-Family Unit:** shall mean an individual dwelling unit within a single structure containing more than one (1) dwelling unit, including, without limitation, Multi-Family condominiums, townhomes, apartments, duplexes, hotels, motels, and other structures of a similar kind or character.
- c. **Commercial Unit:** shall mean any structure, including without limitation each individual structure within a group of structures located on a single tract of land and with a common owner, designed for business purposes, including an office building, retail store, warehouse, service station, school subject to property taxation, recreational center, and any other establishment not generally considered as a residential structure or included in the definition of Multi-Family Unit or Single-Family Unit.
 - **Auto Shop:** An auto shop is a facility where automotive professionals repair, maintain, and service vehicles.
 - **Dry Cleaner:** A dry cleaner cleans clothes and textiles using non-water-based solvents, providing services such as garment cleaning and pressing.
 - **Office Building:** An office building is a commercial structure used for housing businesses and providing office spaces for organizations.

- **Restaurant:** A restaurant is an establishment where prepared food and beverages are served to customers.
- **Retail Store:** A retail store is a physical location where goods or services are sold directly to consumers, offering various products for purchase.
- **Other:** Please select this form if your proposed Development does not fit any of the applicable development types.

4. Retail Tenant Space Plan Review Exemption Request

A Retail Tenant Space Plan Review Exemption Request encompasses projects where a retail tenant space can get a plan review exemption if no interior modifications are made to existing interior and exterior water and sewer facilities and Bridgestone has approved plans on file. Eligibility will be confirmed during your pre-development meeting.

5. Revisions After Approval

If an applicant significantly changes their previously approved land use or water/sewer capacity needs or makes significant modifications to their private on-site water/sewer/drainage utilities or drainage/detention systems after Bridgestone has approved their feasibility study or plan review, they must restart the review process.

6. Customer Service Inspection

A Customer Service Inspection shall be completed prior to providing continuous water service to any new construction, on any existing service where the District has reason to believe that cross-connections or other unacceptable plumbing practices exist, and after any material improvement, correction, or addition to private plumbing facilities. Copies of properly completed Customer Service Inspection Certifications shall be kept on file by the District's Operator and made available, upon request, for Texas Natural Resource Conservation Commission ("TNRCC") review. Failure to obtain a Customer Service Inspection in accordance with Section 3.04 of the District's Rate Order shall constitute a violation of these Rules and Regulations, and such violation shall be subject to the enforcement provisions set forth in Article X of the District's Rate Order.

REQUIRED INFORMATION NEEDED FOR ALL APPLICATIONS:

1. **Map** – Applicant will pinpoint/specify project location on a map within the portal.
2. **Project Location & Information**
 - a. Project/Development Name
 - b. Type of Development (from list):
 - Single-Family Unit
 - Multi-Family Unit
 - Commercial Unit (i.e. Auto Shop, Dry-Cleaner, Office Building, Restaurant, Retail Store, or Other)
 - c. Project/Development Description Summary
 - d. Project Address, City, State, & Zip
 - e. Any Additional Comments (if necessary)
 - f. Additional Email Notification(s)
Please note that only the registered applicant can view and communicate about this application within the Portal. However, **two** additional individuals can be designated to receive status notifications via email throughout the application process.
 - g. Applicant Relationship to the Project: Owner OR Owner's Agent
3. **Applicant Information** – Applicant's Firm Name, Name, Complete Address, Phone Number, & Email Address
Please ensure your profile information is current before you start an application. Once you start an application, you cannot change your profile.

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.
4. **Project Owner Information** – Owner's Firm Name, Name, Complete Address, Phone Number, & Email Address
5. **Application Type Details, Required Documents, & Application Fees:** See the following pages for the requirements for each application type.

APPLICATION DETAILS, REQUIRED DOCUMENTS, & FEES – BY APPLICATION TYPE:

1. PRE-DEVELOPMENT MEETING REQUEST

DETAILS REQUIRED:

- Description of Proposed Development
- Is the Proposed Development a Stand-Alone Project or Part of a Master Development with Multiple Projects
- Total Acreage of Tract(s) in Acres
- Total Water Capacity Request for the Proposed Development, including irrigation usage if irrigation is proposed for Development (Gallons Per Day Average Daily Flow)
- Total Wastewater Capacity Request for the Proposed Development (Gallons Per Day Average Daily Flow).
- Provide a proposed plan for detention based on the preliminary design - Please explain how runoff from the site is being collected and how sheet flow is being contained.
- Other Relevant Information

DOCUMENTS REQUIRED

- If applicable, please upload a copy of the plat in the next step of the Application (Upload Document).
- If applicable, please upload a copy of the sketch of the drainage area and preliminary drainage plans in the next step of the Application (Upload Document).
- Other Relevant Information

UPLOADING DOCUMENTS

- 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.
 - For more information regarding this application, please review the "Required Application Information, Documents, & Fees" document located [here](#).

FEE REQUIRED:

- None

2. RETAIL TENANT SPACE PLAN REVIEW EXEMPTION REQUEST

DETAILS REQUIRED:

- Provide Pre-Development Meeting Application ID
- What was the Business Name of the Previous Tenant
- Are you Removing, Adding, or Modifying any of the existing interior plumbing for the tenant space (yes/no)
- Description of your proposed improvements to the existing tenant space
- Other Relevant Information

DOCUMENTS REQUIRED:

- Engineering drawings or sketches providing details of the proposed work.
- Additional pertinent documents.

*To expedite the review and approval, please include all information deemed pertinent and beneficial to the general understanding of the proposed project/development.

UPLOADING DOCUMENTS

- 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.
 - For more information regarding this application, please review the "Required Application Information, Documents, & Fees" document located [here](#).

FEE REQUIRED:

- \$1,000.00 to be paid via Credit Card or Cash App Pay

3. FEASIBILITY STUDY – SINGLE-FAMILY UNIT

DETAILS REQUIRED:

- Provide Pre-Development Meeting Application ID
- Revision to a Previously Approved Development:
 - Is this application a revision to a previously approved development?
 - If yes, Previously Approved Bridgestone Development ID
 - Proposed Scope Changes
- Single-Family Unit:
 - Total Acreage of Tract(s) in Acres
 - Total Water Capacity Request for the Proposed Development, including irrigation usage if irrigation is proposed for Development (Gallons Per Day Average Daily Flow)
 - Total Wastewater Capacity Request for the Proposed Development (Gallons Per Day Average Daily Flow)
 - Estimated Number of Lots
 - Estimated Total Assessed Value of Entire Development (Including Land & Improvements)
 - Estimated Assessed Value of Each Lot (Including Land & Improvements)
- Potential Eligible Reimbursement(s):
 - Estimated Total Acreage of Detention Pond in Acres
 - Estimated Total Cost of Land for Detention Pond (Land Only, Not Land & Improvements)
 - Estimated WS&D Costs that Would be Eligible for Reimbursement

DOCUMENTS REQUIRED:

- Engineering drawings, land plans, or civil site plans detailing the proposed work.
- Signed and sealed cost estimates for the estimated interior WS&D costs that would be eligible for reimbursement.
- Signed and sealed cost estimate for the detention pond facility that would be eligible for reimbursement.
- HUB statement or other legal document showing the costs of the raw land purchased for the Development.
- A signed and sealed letter, cost estimate, etc., outlining the number of acres that the detention pond will be to the nearest hundredth place and the corresponding costs associated with this portion of land compared to the cost of the entire tract.
- Capacity letter outlining your requested water and sanitary sewer capacity request.
- Additional pertinent documents.

*To expedite the review and approval, please include all information deemed pertinent and beneficial to the general understanding of the proposed project/development.

UPLOADING DOCUMENTS

- 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.
 - For more information regarding this application, please review the "Required Application Information, Documents, & Fees" document located [here](#).

FEE REQUIRED:

- \$10,000 to be paid via Credit Card or Cash App Pay

4. FEASIBILITY STUDY – MULTI-FAMILY UNIT

DETAILS REQUIRED:

- Provide Pre-Development Meeting Application ID
- Revision to a Previously Approved Development:
 - Is this application a revision to a previously approved development?
 - If yes, Previously Approved Bridgestone Development ID
 - Proposed Scope Changes
- Multi-Family Unit:
 - Total Acreage of Tract(s) in Acres
 - Total Water Capacity Request for the Proposed Development, including irrigation usage if irrigation is proposed for Development (Gallons Per Day Average Daily Flow)
 - Total Wastewater Capacity Request for the Proposed Development (Gallons Per Day Average Daily Flow)
 - Estimated Number of Apartment/ Townhome Units
 - Estimated Total Assessed Value of Entire Development (Including Land & Improvements)

DOCUMENTS REQUIRED:

- Engineering drawings, land plans, or civil site plans detailing the proposed work.
- Capacity letter outlining your requested water and sanitary sewer capacity request.
- Additional pertinent documents.

*To expedite the review and approval, please include all information deemed pertinent and beneficial to the general understanding of the proposed project/development.

UPLOADING DOCUMENTS

- 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.
 - For more information regarding this application, please review the "Required Application Information, Documents, & Fees" document located [here](#).

FEE REQUIRED:

- \$10,000 to be paid via Credit Card or Cash App Pay

5. FEASIBILITY STUDY – COMMERCIAL UNIT

DETAILS REQUIRED:

- Provide Pre-Development Meeting Application ID
- Revision to a Previously Approved Development:
 - Is this application a revision to a previously approved development?
 - If yes, Previously Approved Bridgestone Development ID Number
 - Proposed Scope Changes
- Type of Development: Auto Shop, Dry Cleaner, Office Building, Restaurant, Retail Store, or Other
- Total Acreage of Tract(s)
- Total Water Capacity Request for the Proposed Development. This must include irrigation usage if irrigation is proposed for Development (Gallons Per Day Average Daily Flow)
- Total Wastewater Capacity Request for the proposed Development (Gallons Per Day Average Daily Flow)
- Estimated Assessed Value of Entire Development (Including Land & Improvements)

DOCUMENTS REQUIRED:

- Engineering drawings, land plans, or civil site plans detailing the proposed work.
- Capacity letter outlining your requested water and sanitary sewer capacity request.
- Additional pertinent documents.

*To expedite the review and approval, please include all information deemed pertinent and beneficial to the general understanding of the proposed project/development.

UPLOADING DOCUMENTS

- 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.
 - For more information regarding this application, please review the "Required Application Information, Documents, & Fees" document located [here](#).

FEE REQUIRED:

- \$10,000 to be paid via Credit Card or Cash App Pay

6. PLAN REVIEW- SINGLE-FAMILY UNIT, MULTI-FAMILY UNIT, OR COMMERCIAL UNIT (SAME FOR ALL)

DETAILS REQUIRED:

- Commercial Development Type: Stand Alone Building or Tenant Space within Existing Commercial Strip Center
- Commercial Unit (i.e. Auto Shop, Dry-Cleaner, Office Building, Restaurant, Retail Store, or Other)
- Provide Pre-Development Meeting Application ID
- Revision to a Previously Approved Development:
 - Is this application a revision to a previously approved development?
 - If yes, Previously Approved Bridgestone Development ID Number
 - Proposed Scope Changes
- Please confirm that you reviewed and completed the Plan Review Checklist for your applicable development type. Please note that the completed checklist will be required to be uploaded with each submittal, and if it's not provided or completed, your plan review will be returned without being reviewed. Below is a link to the Help & Quick Links tab, which will have the Plan Review Checklists for your use. (Yes or No)
- Acknowledge, understand, & agree to Bridgestone Terms.
 1. An incomplete submittal package will delay the review and approval of the application.
 2. Changes cannot be made to an application once it is submitted. If errors are found or you have any questions, please contact the Bridgestone Application Team in your Application's Communication Log within the portal to make the necessary changes (please do not send separate emails; all communications must take place occur via the portal).
 3. If Bridgestone requests additional documentation or changes to an Application and fails to receive all the requested additional documentation of changes after one hundred twenty (120) calendar days, the application will be considered withdrawn. Any extension of the deadline shall be considered on a case-by-case basis.
 4. Upon successful submission, a confirmation email with further instructions and additional information will be sent.
 5. Requirements and Guidelines

DOCUMENTS REQUIRED:

- Signed and sealed applicable Plan Review Checklist for your Development, which includes the Engineer's Signature page and completed checklist on the subsequent pages.
- Signed and sealed plans, which must include civil site, interior plumbing, landscape, and irrigation sheets. If landscape and irrigation sheets are not proposed, they are not required to be submitted.
- Additional pertinent documents.

*To expedite the review and approval, please include all information deemed pertinent and beneficial to the general understanding of the proposed project/development.

Subsequent Submittals

- Signed and sealed applicable Plan Review Checklist for your Development, which includes the Engineer's Signature page and completed checklist on the subsequent pages.
- Signed and sealed plans, which must include civil site, interior plumbing, landscape, and irrigation sheets. If landscape and irrigation sheets are not proposed, they are not required to be submitted.
- Additional pertinent documents.

UPLOADING DOCUMENTS

- 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.
 - For more information regarding this application, please review the "Required Application Information, Documents, & Fees" document located [here](#).

FEE REQUIRED:

\$3,000 to be paid via Credit Card or Cash App Pay



7. CUSTOMER SERVICE INSPECTION

DOCUMENTS REQUIRED:

- Your development's approved plan set and approval letter, which was signed and sealed by Bridgestone's Engineer (Quiddity).
- Additional pertinent documents.

UPLOADING DOCUMENTS

- 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.
 - For more information regarding this application, please review the "Required Application Information, Documents, & Fees" document located [here](#).

FEE REQUIRED:

The CSI fees for Bridgestone may change at any time without prior notice. The current fees are listed in Bridgestone's current Rate Order, and any future fee changes will be included in Bridgestone's latest Rate Order.

- Single-Family Unit: \$75 x (No. of Single-Family Homes Requiring a CSI Inspection)
- Multi-Family Unit: \$400 x (No. of Buildings Requiring a CSI Inspection)
- Commercial Unit: \$200 x (No. of Buildings Requiring a CSI Inspection)