



City of Baytown Pre-Development Information Request

Planning and Development Services
2401 Market Street
Baytown, TX 77520
Phone: 281-420-5394
Fax: 281-420-5380
Planning@baytown.org

PURPOSE

The purpose of a pre-development information request is to provide an individual with the opportunity to undertake a preliminary due diligence process related to a proposed project. The information request and the feedback from any meetings with city staff do not constitute a permit, or the first permit in a series. An individual submitting a pre-development information request recognizes that it is not a request to vest an application and the City is not granting it.

INFORMATION ON PROPOSED DEVELOPMENT

Development Address or Location: _____

Legal Description: _____

Parcel(s) Tax ID#: _____ Total Acres: _____

Brief Description of Development: _____

Development Type: Residential Commercial ETJ: Yes No Phased Development: Yes No

REPRESENTATIVE & OWNER INFORMATION

(Please print or type – Primary Contact will be e-mailed)

Representative Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Fax: _____

Owner Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Fax: _____

Alternate Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Fax: _____

HELPFUL INFORMATION

- Site plan
- E-mail a PDF of the Site Plan to planning@baytown.org on the same day of submittal

The information provided by staff is limited by the information provided with the request for information.

Pre-Development Information Requests are accepted at the Permit Counter every Tuesday for review on Wednesday, 8 days later by the Development Review Committee.

FOR DEPARTMENT USE ONLY

Identification #: _____ Submission Date: _____ Accepted By: _____
Dev. Coordinator: _____ DRC Agenda Date: _____ Distribute to: Build. Serv., Eng., Plan., Utilities, Storm Water, Fire