



CITY OF BAYTOWN

Planning & Development Services

Application Processing

Pre-Development Conference and Utility Availability

- Submittals by applicants accepted: every Tuesday
- Distribution of applications to reviewing departments: every Wednesday AM
- Reviewing departments comments due back in email to Development Services Coordinator on MONDAY AM by Noon
- Development Review Coordinator will compile UA comments and send out to applicant by COB Wednesday (8 calendar days after submittal).

Preliminary Plat

- Submittals by applicants accepted: ONLY third Tuesday, all day.
- Distribution goal to reviewing departments: COB Wednesday
- First DRC meeting on Preliminary Plat: 4th Wednesday (8 calendar days after submittal): only one exception, if the plat is over 100 acres in size, the first DRC meeting may take until the first Wednesday because of the magnitude of the review required
- DRC comments out on internet and email to owners and applicants by COB 4th Wednesday.
- Meetings with applicants if required by city or applicant are Wednesday one week following publishing of city comments
- First Thursday: applicant resubmittal date
- Resubmittal will be distributed to reviewing departments by noon on First Friday
- Second Wednesday: second DRC meeting on Preliminary Plat
- Second Thursday: COMPLETE package required from applicant by COB or it doesn't make the Third Wednesday P and Z and will be put on for denial.

Rezoning

- Submittals by applicants accepted: ONLY third Tuesday, all day
- DRC considers zoning case on the 4th Wednesday (8 calendar days after submittal)
- DRC comments on zoning out on internet and email to owners and applicant by COB on 4th Wednesday.
- First Monday: decision made on whether to publish legal ad and post zoning case
- First Tuesday: ad to paper and post signs for P & Z meeting; research list of property owners within 300 feet of rezoning case.
- Second Thursday: P & Z packet ready on Zoning case; if all information not ready from applicant, it doesn't go
- Third Wednesday, zoning case heard by P & Z.
- If we advertise on First Friday (before P & Z hears zoning case) we can always make the fourth Thursday Council meeting for a zoning case.

Permits

- Submittals by applicants accepted First and Third Tuesday only for the Third and First Wednesday (First Tuesday for Third Wednesday and Third Tuesday for First Wednesday)
- DRC considers on third and first Wednesdays
- Distribution goal to reviewing departments: COB Third and First Tuesday
- DRC internal comments are due back to the project manager by email or in community plus by noon on 3rd and 1st Tuesday. Project manager will compile comments and get out to DRC by COB Tuesday in email or community plus.
- First DRC meeting on Site Plan: 3rd Wednesday (15 calendar days after submittal): only one exception, if the plat is over 100 acres in size, the first DRC meeting may take until the 4th Wednesday because of the magnitude of the review required
- DRC comments on site plans out on internet and email to owners and applicant by COB on 3rd and 1st Wednesday.

Final Plat

- Must have bond submitted with Final Plat OR
- Must have city acceptance on all public improvements including Final Inspection completed, as-builts submitted and punchlist required prior to submittal of Final Plat
- Submittals by applicants accepted: ONLY third Tuesday, all day.
- Distribution goal to reviewing departments: COB Wednesday
- DRC meeting on Final Plat: 4th Wednesday (8 calendar days after submittal)
- DRC comments out on internet and email to owners and applicants by COB 4th Wednesday.
- First Thursday: applicant resubmittal date including all bond corrections or all punchlist items corrected, and all fees paid
- Second Wednesday: second DRC meeting on Final Plat (if needed)
- Second Thursday: COMPLETE package required from applicant by COB or it doesn't make the Third Wednesday P and Z and will be put on for denial.