



# CITY OF BAYTOWN

## Administrative Variance Checklist

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

The following list of submittal requirements shall be used by the applicant to prepare a complete application for a variance to the property development standards. The director may consider and grant a variance of up to ten percent of the property development requirement. The City shall also use the checklist to verify the completeness of the application at the time it is submitted. Incomplete applications will be rejected and returned to the applicant.

**Universal Development Application** – complete with all required signatures and notarized.

**Application Fee** – no application fee.

**Authorization:**

**Ownership** - submit HCAD or CCAD information verifying ownership. If HCAD or CCAD are not correct, please submit deed.

**Agent Information** – if you are an agent and not the property owner, then you shall submit a notarized statement from the owner naming you as agent for this application.

**Signatory Authorization** – if the property is owned by any entity or corporation and not an individual, please submit Articles of Incorporation or other documentation verifying signatory authorization.

**Applicant’s Statement** – The applicant statement must summarize the request and explain in detail how the request addresses each of the following factors independently:

- a. Ensures the same general level of land use compatibility as the otherwise applicable standards;
- b. Does not adversely affect adjacent land uses and the physical character of uses in the neighborhood in which the exception is sought because of inadequate buffering, screening, setbacks and other land use considerations;
- c. Does not adversely affect property values of adjacent properties in any material way and will improve the property value of the property for which the exception is sought. (Did the applicant demonstrate that the structure has historically provided a facility in the neighborhood or otherwise improves the overall neighborhood);
- d. Furthers the goals and vision of the city as set forth in the comprehensive plan, the vision statement, and an applicable neighborhood plan or redevelopment plan adopted by the city council; and
- e. Is generally consistent with the purposes and intent of this ULDC.

**Site Plan** – Show your property and what you would like to do. Use dimensions to show the distances from property lines to buildings, show the dimensions of driveways, parking spaces, etc. Use the site plan to graphically depict why you need an exception or use a separate site plan to show why you cannot meet the code.

By signing below I acknowledge that I have reviewed the general information and submittal requirements checklist and have included the required submittal items and reviewed them for completeness and accuracy.

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Applicant Signature

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Date

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Applicant Printed Name