



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

## **CITY OF BAYTOWN**

### **Annexation Petition Checklist**

The following list of submittal requirements shall be used by the applicant to prepare a complete annexation petition. The City shall also use the checklist to verify the completeness of the application at the time it is submitted. Applicants are responsible for submitting complete applications. Incomplete applications will be rejected and returned to the applicant.

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

**Application Fee** – \$300.00.

**Petition Requesting Annexation** – complete with all required signatures and notarized.

**Survey Map** – complete with narrative metes and bounds description of property and sealed by a Registered Professional Surveyor (R.P.L.S.).

**Authorization:**

**Ownership** – a recorded deed or other recorded instrument verifying ownership.

**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.

**Zoning Amendment Application** – a complete Zoning Amendment Application must be submitted at the same time as this annexation petition. This will place the property in a zoning district once annexed into the City. The annexation and zoning amendment process will occur concurrently.

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