



CITY OF BAYTOWN

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

Major Thoroughfare Plan Amendment Application

Incomplete applications will not be accepted. Indicate "N/A" when an item does not pertain to your application.

The following list of submittal requirements shall be used by the applicant to prepare a complete MTFP Amendment application. The City shall also use the checklist to verify the completeness of the application. Applicants are responsible for submitting complete applications. The Commission shall make a recommendation to the City Council to approve or disapprove the proposed MTFP amendment based upon whether ALL of the criteria set forth below are met.

Universal Development Application – complete with all required signatures.

Application Fee – no fee.

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 or you must provide an executed contract for sale allowing you to apply for this zoning action. 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.

Drawings/ map

- General site survey/map showing existing uses, land ownership and connectivity;
- Current road classification and proposed ROW width; and
- Proposed realignment or classification change.

Digital Copy – PDF of proposal emailed to planning@baytown.org (due by close of business on submittal date).

Applicant’s Statement – The statement shall: list the reason(s) for requesting a MTFP Amendment; identify the existing alignment; include the current and proposed property uses surrounding the proposed change; and answer the five questions listed below.

1. Will the proposed MTFP Amendment support uses that are consistent with existing or proposed adjacent or nearby uses?
2. Will the proposed MTFP Amendment adversely affect adjacent or nearby properties?
3. Would the proposed MTFP Amendment support uses that could result in an excessive or burdensome use of existing public facilities such streets, schools, transportation facilities, or utilities?
4. Are there any existing or changing conditions affecting the use or development of the property which justifies either approval or disapproval of the request?
5. Will the proposed MTFP Amendment be consistent with the current adopted Comprehensive Plan thereby furthering the goals of the City of Baytown? If so, explain?

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

Applicant Signature

Date

Applicant Printed Name