



CITY OF BAYTOWN

Off-Street Parking Exception 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 an off-street parking requirement exception. 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. Is the exception necessary as literal application of such requirements would constitute an undue hardship with regard to the applicant's particular circumstances and would not be essential in accomplishing the objectives of this chapter;
- b. If the conversion of a structure from a nonresidential use to another use would require the addition of more off-street parking, and the area is fully or near fully developed.

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.

Applicant Signature

Date

Applicant Printed Name