



# CITY OF BAYTOWN

## Plat Certification Checklist

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

An owner of land, a purchaser of real property under a contract for deed, executory contract, or other executory conveyance may submit a written request to the City of Baytown (“City”) to determine whether a plat is required for their property. If a plat is not required, the City shall issue a written certification of that determination. If a plat is required, the City shall issue a certificate stating that determination to include whether or not a plat has been reviewed and approved by the Planning and Zoning Commission. If applicable, the certificate will include information about the approved plat.

The following list of submittal requirements shall be used by the applicant as a checklist in preparing their request. The City shall also use the checklist to verify the completeness of the request at the time it is submitted. The requestor is responsible for submitting the required information. Incomplete requests will be rejected and returned to the requestor.

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

**Property Documentation** – copy of the deed, contract or other executory conveyance document for the subject property that confirms that the person applying for and signing the plat certification application has the authority to request said certification.

**Application Fee** – Plat Certification is \$50.00.

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