



CITY OF BAYTOWN

Plat Checklist

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

Incomplete applications will not be accepted. Please review your application for completeness and accuracy.

The following list of submittal requirements shall be used by the applicant as a checklist in preparing a complete application. Applications that do not have these items will be rejected and returned to the applicant. Additional information regarding subdividing property is found in Chapter 126 Subdivisions, Article II of the Baytown Code of Ordinances.

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

Plat Copies – two (2) folded 24 x 36 inch copies; final plats must contain the certification of the registered, professional land surveyor that is responsible for the plat.

Digitals - thumb drive with digitals or email to planning@baytown.org by 4 p.m. on day of submittal.

PDF – 24” x 36” scaled copy of plat.

Shapefile – the digital file must contain a geo-referenced ArcGIS Shapefile of a boundary polygon for each separate lot, lot reserve, right-of-way and easement showing X, Y and Z coordinates of at least three outside corners of the subject property. This data will be submitted using NAD 1983 State Plane Texas South Central FIPS 4204 Feet coordinate system. Shapefiles with the following are required: .dbf, .sbx, and .shp. If the following are available, please submit them as well: .prj, .sbn, .xml, .shx.

Application Fee:

Preliminary and Final – residential plats are \$350.00 plus \$ 5.00 a lot and commercial plats are \$350.00 plus \$15.00 per acre.

Amending - residential and commercial are \$250.00.

Minor - residential plats are \$350.00 plus \$5 per lot and commercial plats are \$250 plus \$15.00 per acre.

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.

Address File (residential final plats only) – please include the addresses issued by Centerpoint. Acceptable formats are: shapefile or Excel spreadsheet. Preferred but not required at submittal; may be requested by staff.

Engineering Report Letter (final plats only) – letter from the Engineering Department stating that the construction associated with the engineering report conforms to the specifications and standards of the Baytown Code of Ordinances *or* that the appropriate bond for public improvements has been approved by the Engineering Department. If not available upon submittal, will be required within 10 days of submittal.

ETJ (Harris County) – for plats located within the extra territorial jurisdiction (ETJ) of the City of Baytown and within Harris County, please submit the “preliminary markup” from Harris County.

By signing below I acknowledge that I have reviewed the Plat Checklist, included the required submittal items and reviewed them for accuracy.

Applicant Signature

Date

Applicant Printed Name