



CITY OF BAYTOWN

Planned Unit Development Checklist

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

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

The following list of submission requirements shall be used by the applicant to prepare a complete application for a Planned Unit Development (PUD). The City shall also use the checklist to verify the completeness of the application at the time it is submitted.

PUDs are intended to allow flexibility in planning and designing for unique or environmentally-sensitive properties that are a minimum of ten acres in size, unless located in an LC zoning district where the minimum is three acres in size. A PUD shall be developed in accordance with a common development scheme. PUD zoning is designed to accommodate land uses that cannot be accommodated using the districts in the Unified Land Development Code (ULDC). A PUD may be used to permit new or innovative concepts in land use and standards not permitted by zoning in the ULDC.

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

Application Fee – \$300.00

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.

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 a site plan to graphically depict why you need a PUD.

PUD Worksheet (Detail plan) – PUD submittal must summarize the overall intent of the development. The applicant statement must identify the existing and proposed land uses and explain in detail how the development addresses all factors within the PUD Worksheet, including:

- Purpose
- Relation to the comprehensive plan
- Acreage
- Land uses
- Off-site information
- Traffic and transportation
- Development standards
- Existing conditions
- Buildings
- Residential development
- Water and drainage
- Utilities
- Open space
- Sidewalks and bike paths
- Landscape plan
- Phasing schedule

Utilize the PUD worksheet example provided for assistance. A detail plan/ PUD worksheet is valid for two years from the date of its approval. If a building permit has not been issued within the two years, the detail plan/ PUD worksheet shall automatically expire and no longer be valid.

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