



# CITY OF BAYTOWN

## Replat 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 as a checklist in preparing a complete application. The City shall also use the checklist to verify the completeness of the application at the time it is submitted. Applicants are responsible for submitting complete applications. Incomplete applications will be rejected and returned to the applicant.

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

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

**Digital Copy** – PDF file of plat e-mailed to [planning@baytown.org](mailto:planning@baytown.org). Please email digital files prior to submittal or include a thumbdrive of digitals with your submittal. The digital file must contain an ArcGIS Shape file of a boundary polygon 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. Shape files with the following suffixes are required: .dbf, .sbx, .shp. If the following are available, please submit them as well: .prj, .sbn, .xml, .shx.

**Application Fee** – residential replats are \$350.00 plus \$ 5.00 a lot and commercial replats are \$350.00 plus \$15.00 an acre.

**Previous Plat** – copy of the previous plat.

**Utility Availability Form** – completed by the Engineering Department.

**Deed** – copy of the deed.

**Residential Replat Statement** – The applicant shall provide a statement that indicates whether: 1) any of the area to be replatted has been limited by an interim or permanent zoning classification to residential use for not more than two residential units per lot during the preceding five (5) years; **OR**, 2) any lot in the preceding plat was limited by deed restrictions to residential use for not more than two residential units per lot.

**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 plat. 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.

**Engineering Report Letter (final replats 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.

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