



CITY OF BAYTOWN

Subdivision Variance Checklist

Planning and Development Services
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Baytown, TX 77520
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Carefully review the following information before submitting a subdivision variance request. It is the applicant's responsibility to defend their case before the Planning and Zoning Commission ("Commission"), including providing a statement that justifies the variance based on established criteria. The Commission may not grant a variance to relieve a self-created or personal hardship or for financial reasons only. The Commission may grant a variance from the Subdivision Ordinance only if the request is in harmony with the general purpose and intent of Chapter 126 (Subdivisions), Baytown Code of Ordinances, so that the public health, safety and welfare may be secured and substantial justice done. The Commission must make an affirmative finding that **ALL** of the criteria set forth below are met.

The following list of submittal requirements shall be used by the applicant as a checklist in preparing a complete subdivision variance 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

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 variance. 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 statement shall: indicate the reason(s) for requiring a variance; indicate the existing land use zoning district; indicate the current and proposed property uses; and, list the section(s) and specific language of the Subdivision Ordinance that the applicant is requesting a variance from. Finally, the statement shall illustrate how the following criteria are addressed (NOTE: the Commission may only grant a variance when **ALL** of the criteria are met):

1. There are special circumstances or conditions affecting the land involved, such that the strict application of this chapter would deprive the applicant of the reasonable use of his land;
2. The granting of the variance will not be detrimental to the public health, safety, welfare or will be injurious to other property in the area; and
3. The granting of the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with this chapter.

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