



# CITY OF BAYTOWN

## Pre-application

Planning & 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.**

Pre-applications are accepted online at [planning@baytown.org](mailto:planning@baytown.org) or at the Permit Counter **every Tuesday from 8 a.m. to 4:00 p.m.** for review and discussion by the Development Review Committee (DRC) on the next available Wednesday.\*

### PRE-APPLICATION PURPOSE

The purpose of the Pre-application is to provide an applicant with the opportunity to undertake a preliminary due diligence process related to a proposed project. The pre-application process and the results of the pre-application meeting do not constitute a permit, or the first permit in a series of permits. Applicant is not requesting vesting at pre-application and the City is not granting it.

### PROJECT INFORMATION

Project Name: \_\_\_\_\_

Project Address or Location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Parcel(s) Tax ID#: \_\_\_\_\_ Total Acres: \_\_\_\_\_

Current Property Use: \_\_\_\_\_ Proposed Property Use: \_\_\_\_\_

Brief Description of Project: \_\_\_\_\_

Residential:      Commercial:      ETJ: Yes      No      Phased Development: Yes      No

### APPLICANT & OWNER INFORMATION

(Primary Contact will be notified)

**Applicant Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Owner Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### SUBMITTAL INFORMATION

- Incomplete submittals will not be accepted.**
- Staff is limited by the information provided by the applicant. With a detailed submittal, (for example: an aerial of the location, description of utility needs, driveway locations, detention, parking, etc.) staff will be able to provide a more detailed response.**
- Email the completed application, a PDF of the site plan (preferably scaled) and any additional documents to [planning@baytown.org](mailto:planning@baytown.org) on the same day of submittal between 8 a.m. and 4:00 p.m. Applicant will receive emailed meeting confirmation within 72 hours.**

#### FOR DEPARTMENT USE ONLY

Project #: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

Project Manager: \_\_\_\_\_ DRC Agenda Date: \_\_\_\_\_

Distribute to: Building Services    Engineering    Planning    Utilities    Storm Water    Fire    Accepted By: \_\_\_\_\_

\*For a limited time, DRC will be held on first, third and fifth Wednesdays only.