



# CITY OF BAYTOWN

## Zoning Amendment 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 to prepare a complete zoning amendment 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 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.

**Applicant's Statement** – zoning amendments are made at the sound legislative discretion of the City Council. In determining whether to adopt, adopt with modifications or disapprove the proposed amendment, the city council shall review a statement prepared by the applicant that: summarizes the zoning amendment request; identifies the existing and proposed land uses; and, explains in detail how the request addresses the following factors:

1. Consistency with guiding documents – is the proposed amendment consistent with and does it further the policies and goals of the Future Land Use Plan, Major Thoroughfare Plan, Vision Statement and the Unified Land Development Code?
2. Compatibility with the surrounding area – is the proposed amendment compatible with the existing and proposed uses surrounding the subject land and is the appropriate district for the land use proposed?
3. Promotion of health, safety, or general welfare – does the proposed amendment promote the health, safety, or general welfare of the city and includes the safe, orderly and healthful development of the city?
4. Facilitation of infrastructure – Does the proposed amendment facilitate the adequate provision of mobility, water, waste water, storm water and other public services?
5. Are there are changed conditions;
6. Effect on natural environment – Will the proposed amendment result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, storm water management, wildlife, vegetation, wetlands?
7. Community need – Does the proposed amendment address a demonstrated community need?

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.

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Applicant Signature

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Date

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Applicant Printed Name