



CITY OF BAYTOWN

Zoning Appeal Checklist

Planning & Development Services
2401 Market Street
Baytown, TX 77520
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Planning@baytown.org

The Board of Adjustment (“BOA”) is empowered to: 1) hear and decide appeals where it is alleged that there is an error in any order or decision by city officials in the administration and enforcement of the Unified Land Development Code; and, 2) hear and decide appeals of any interpretation of the text of the Unified Land Development Code made by the Director of Planning and Community Development. As part of the application for a zoning appeal, the applicant shall provide a written statement addressed to the BOA that outlines their issue and how it matches one of the two previously listed conditions.

The following list of submittal requirements shall be used by the applicant as a checklist in preparing a complete zoning appeal application. The City will also use the checklist to verify the completeness of the application at the time it is submitted. Applicants are responsible for submitting complete applications.

Universal Development Application – complete with all required signatures

Applicant’s Statement – The applicant shall describe, in as much detail as possible, the alleged error or the interpretation that the applicant disagrees with along with an indication of the section(s) of the zoning ordinance that relate to the zoning appeal.

By signing below I acknowledge that I have reviewed the general information and submittal requirements on this checklist and have included the required submittal items and reviewed them for completeness and accuracy.

Applicant(s) Signature

Date

Applicant(s) Printed Name