



CITY OF BAYTOWN

Zoning Special Exception Checklist

Planning and Development Services
2401 Market Street
Baytown, TX 77520
Phone: 281-420-5394
Planning@baytown.org

Carefully review the following information before submitting a zoning special exception request. It is the applicant’s responsibility to defend their case before the Board of Adjustment (“BOA”) to include providing a statement with their application that justifies the special exception based on established criteria set forth below. Please note that the BOA may not grant a special exception to relieve a self-created or personal hardship or for financial reasons only.

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

Application Fee – \$150.00

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 zoning action. 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: identify the request (e.g. request to waive screening requirement along north property line); indicate the existing zoning district; indicate the current and proposed property uses; indicate the section(s) of the Unified Land Development Code (“ULDC”) that the applicant is seeking a special exception from; and, state the reason(s) each special exception is being requested. Finally, the statement shall include a response that illustrates how the following criteria are addressed (NOTE: the BOA may grant a special exception only if it finds that ALL of the following criteria are met):

1. This request will ensure the same general level of land use compatibility as the otherwise applicable standards;
2. This request will not materially and adversely affect adjacent land uses and the physical character of uses in the immediate vicinity of the proposed development because of inadequate buffering, screening, setbacks, and other land use consideration;
3. The special exception will not adversely affect adjacent land in a material way; and
4. This request will be generally consistent with the purposes and intent of this ULDC.

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