



CITY OF BAYTOWN

Zoning Special Use 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 use application. It is the applicant's responsibility to defend their case before the Planning and Zoning Commission ("Commission") and the City Council. The Commission shall make a recommendation to the City Council to approve or disapprove the proposed special use permit based upon whether **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 zoning special use 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 – \$500.00

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 – The statement shall: list the reason(s) for requiring a zoning special use permit; identify the existing zoning district and the current and proposed property uses; and, indicate the section(s) of the Unified Land Development Code ("ULDC") that require this special use permit. Finally, the statement shall illustrate how the applicant's request addresses the following criteria (NOTE: a special use permit can only be granted when **ALL** of the following criteria are met):

1. This special use permit will be compatible with and not injurious to the use and enjoyment of other property, not significantly diminish or impair property values within the immediate vicinity in any material way.
2. This special use permit will not impede the normal and orderly development and improvement of surrounding property.
3. This special use permit will ensure that adequate utilities, access roads, drainage and other necessary supporting facilities have been or will be provided prior to the issuance of a certificate of occupancy.
4. This special use permit will ensure that adequate nuisance prevention measures will be taken and maintained to prevent or control offensive odor, fumes, dust, noise and vibration prior to the issuance of a certificate of occupancy.
5. This special use permit will ensure that there are sufficient landscaping, screening, setbacks and other land use measures to ensure harmony and compatibility with adjacent property.
6. The proposed use is in consistent with the comprehensive plan and is generally consistent with the purposes with the ULDC.
7. That the site plan meets the criteria set forth in the ULDC Section 1.26 (e), whereas the planning and zoning commission may recommend and the city council may adopt other conditions on any special use permit application that are needed to protect the public health, safety and welfare, including but not limited to, hours of operation and additional landscape or parking requirements.

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