



# CITY OF BAYTOWN

## Future Land Use Plan Checklist

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

**Incomplete applications will not be accepted.**

Applications for a Future Land Use Plan (FLUP) amendment are required when a proposed land use request is not consistent with FLUP land use designation (please refer to the attached City of Baytown Land Use Narratives). Careful consideration should be taken in requesting an amendment to this plan since this is a development tool utilized by cities to guide and direct future development.

Future Land Use Plan Map amendment applications require a pre-application conference between Planning Division staff and the applicant. Please schedule a pre-application conference prior to submitting an official application. The following information is required to be submitted at the pre-application conference. Please ensure all items are included with the submission.

**Application Fee** – no fee;

**Universal Development Application** – complete with all required signatures and notarized;

**Drawings/Maps:**

General site survey showing existing uses;

Map of current zoning of the site and surrounding area;

Copy of the Official Future Land Use Map and any applicable special area plan maps indicating the proposed land use change;

An aerial map showing the subject property and the surrounding area; and

Copy of the county tax map which delineates the property requested for amendment;

**Digital Copy** – PDF of proposal e-mailed to [planning@baytown.org](mailto:planning@baytown.org) (due by close of business on submittal date);

**Provide Description and Narrative** – answer all the questions located on this checklist and submit as separate supporting document;

**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; and

**Applicant Statement** – as stated in LGC Chapter 213, Section 213.003, Planning and Zoning Commission will review the request and City Council shall approve or deny the prepared applicant statement. Please ensure that the responses are embellished and describe the “who, what, where” of the request. The statement shall address the following factors:

1. Will the proposed map amendment support uses that are consistent with the existing or proposed adjacent or nearby land uses?
2. Will the proposed FLUP amendment adversely affect adjacent or nearby properties?
3. Would the proposed map amendment support uses that could result in an excessive or burdensome use of existing public facilities such as: schools, transportation, or utilities?
4. Are there existing or changing conditions affecting the use or development of the property which justifies the approval of the request; i.e. growing population, economic upswing, industry expansions etc.?
5. If this proposed FLUP amendment was approved, would it be consistent with the overall goals in the adopted Comprehensive Plan? If so, explain.

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