



CITY OF BAYTOWN

General Plan Checklist

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

A General Plan is a document that establishes the general configuration and design elements of a site in order to guide its long-term development. The plan shall include a clear delineation of the phases in which the project will be developed. Additionally, the plan shall include the primary components of a typical plat (i.e. lot lines, easements, rights-of-way, building setbacks, proposed land uses, common areas, drainage facilities, etc.).

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

Plan Copies – two (2) folded 24 x 36 inch copies

Digital Copy – PDF file of the plan emailed to planning@baytown.org (due by close of business on submittal date)

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 general plan. 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.

Application Fee – General Plan is \$250.00.

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