



# CITY OF BAYTOWN

## Landscaping Variance Checklist

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

**Incomplete applications will not be accepted.**

Carefully review the following information before submitting a landscaping variance request. It is the applicant's responsibility to defend their case before the Planning and Zoning Commission ("Commission"), including providing a detailed statement with their application that justifies the variance. The applicant should understand that the Commission may only approve a landscaping variance when it finds that **ALL** of the conditions set forth below are met.

The following list of submission requirements shall be used by the applicant as a checklist in preparing a complete landscaping variance 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

**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 variance; indicate the existing land use zoning district; indicate the current and proposed property uses; and, list the section(s) and the specific language from the Buildings and Building Regulations Ordinance that the applicant is requesting a variance from. Finally, the statement shall illustrate how the variance addresses the following criteria (NOTE: the Commission may only grant a variance when **ALL** of the criteria are met):

1. The imposition of the terms, rules, conditions, policies and standards of this article would deprive the owner or applicant of the property of reasonable use of the land or building;
2. The circumstances supporting the granting of the variance are not the result of a hardship imposed or created by the applicant, and the general purposes of this article are observed and maintained;
3. The intent of Chapter 18, Article XIV (Landscaping), Baytown Code of Ordinances is preserved; and
4. The granting of such a variance will not be injurious to the public health, safety or welfare.

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