



# CITY OF BAYTOWN

## Lot Consolidation/Line Adjustment Checklist

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

Incomplete applications will not be accepted. Indicate "N/A" when an item does not pertain to your application.

Applications for lot line consolidations may not affect more than three (3) lots or alter any public right-of-way or easement. Lot line adjustment applications: 1) must include concurrence from all affected property owners; 2) shall be for a single, straight line adjustment or shall be parallel to the existing lot line; 3) shall not be more than a minimum of ten feet average relocation from the existing lot line; 4) shall not be inconsistent with any provision of recorded subdivision restrictions or covenants; and, 5) shall not affect more than two (2) lots. The following list of submission requirements shall be used by the applicant as a checklist in preparing a complete application. The City shall also use this form to verify the completeness of the application when submitted as well as to indicate application approval. 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

**Drawings** – A scaled drawing on legal size paper showing all lots involved, as platted, and as desired

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

**Application Fee** – \$50.00

**Deed Records** – copies of deeds and restrictive covenants for all applicable lots

**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 lot line consolidation. 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.

**Provide brief description** - of the reason(s) this change is necessary and/or desirable:

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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

<b>OFFICE USE ONLY</b>		
Approved	Disapproved	Reason, if disapproved:
_____		
Signed: _____	Date: _____	
Planning and Development Services Director		