



# CITY OF BAYTOWN

## PLANNING AND DEVELOPMENT

2401 Market Street • P.O. Box 424  
Baytown, Texas 77522-0424  
(281) 420-5394

October 10, 2019

To our development community,

We would like to inform you of amendments to our subdivision process. These amendments address the recent changes made by the Texas State Legislature regarding House Bill 3167, which have implications to the review and approval procedures for land development applications for the City of Baytown.

On June 14, 2019, the Legislature approved [House Bill 3167](#), which in essence placed a “stop clock” on the timeline allowed for municipalities to approve or deny land development plats and plans. The effective date of the Bill was September 1, 2019. In order to comply with this new state mandate, the City of Baytown amended a number of items within the subdivision ordinance including specific submission dates for initial submission and resubmission of plats. It also updated definitions, clarifying when things are considered filed and when the “stop clock” begins. The following changes will become effective immediately:

*Initial Submissions.* All plats shall be submitted to the Planning and Development Services Department on the twenty-eighth (28<sup>th</sup>) day prior to the date of a regularly-scheduled Planning and Zoning Commission meeting or the next available business day if that day falls on a holiday. The commission and the director shall consider timely submitted plats only after the same are filed.

*Resubmissions.* If a filed plat has not been unconditionally approved (failed or rejected), it shall be resubmitted only on the fourteenth (14<sup>th</sup>) day prior to a regularly-scheduled Planning and Zoning Commission meeting. The commission and the director shall consider only timely resubmitted plats.

*Withdrawals.* A plat may be withdrawn at any time by the applicant at its own request; and, upon its resubmission, shall be considered an initial submission.

*Minor Plats and Minor Replats.* Submitted with all other plats once a month; however, will still be considered administratively having the possibility of receiving approval in less than 30 days.

Plat submission dates for the remainder of 2019 are as follows:

- Tuesday, October 22, 2019 from 8 a.m. – 4 p.m. for November 2019, P&Z meeting
- Tuesday, November 19, 2019 from 8 a.m. – 4 p.m. for December 2019, P&Z meeting
- Thursday, December 26, 2019 from 8 a.m. – 4 p.m. for January 2020, P&Z meeting

Plat resubmission dates for the remainder of 2019 are as follows:

- Tuesday, November 5, 2019 from 8 a.m. – 4 p.m. for December 2019, P&Z meeting
- Tuesday, December 3, 2019 from 8 a.m. – 4 p.m. for January 2020, P&Z meeting

For submission dates, please review the calendar which may be accessed on the [Permit Center](#) on the City of Baytown website. Submission dates for 2020 will be added to the calendar by November 1, 2019.

Applicants are required to provide the Engineering Department notice of at least three days for an inspection or re-inspection in order to obtain the Engineering Acceptance Letter.