



## City of Baytown's Development Process

### FREQUENTLY ASKED QUESTIONS

#### **What is the Development Review Committee (DRC)?**

The DRC meets weekly to review and discuss development applications. The group consists of staff representing Planning, Zoning, Building & Inspections, Engineering, Utilities, Public Works, Emergency Management, Stormwater, Parks, and Administration. The DRC also holds pre-development meetings, upon request, to provide general information about development standards.

#### **When should I request a pre-development meeting with DRC?**

Prior to a formal submittal of new development or major redevelopment plans, you can submit a pre-application on any Tuesday to meet with DRC on the following Wednesday. The DRC will provide verbal comments and specific information about the development process and regulations. The more information you submit, such as a scaled site plan, the more specific responses you will receive.

#### **How can I determine if utilities are available at or near the project location?**

The location of water, sewer, and storm sewer utilities can be viewed on the interactive GIS maps on the City's website at [www.baytown.org](http://www.baytown.org). If you need more specifics such as size, capacity, and allowance where to make connections, you can submit an Utility Availability Application.

#### **What is the Major Thoroughfare Plan (MTP) and how is it used in the development process?**

In 2013, the City adopted the Mobility Plan that includes a long-term outlook for the location and type of overall roadway network needed to support development. This tool allows staff to determine if there is adequate ROW or if additional dedication or improvements are needed for traffic circulation and mobility caused by development projects. An applicant can request an amendment to the MTP that will be reviewed by the Planning and Zoning Commission and considered by City Council.

#### **What is the zoning of a parcel in the City and how do I determine the allowed uses and standards?**

The zoning of every parcel can be viewed on the interactive GIS maps on the City's website at [www.baytown.org](http://www.baytown.org). The allowed uses and development standards are specified in the Unified Land Development Code (ULDC) and can be found at [www.municode.com](http://www.municode.com), under Appendix A of the Baytown, Texas Code of Ordinances. An applicant can request an amendment of the parcel's zoning that will be reviewed by the Planning and Zoning Commission and considered by City Council.

#### **What if the site design and/or location does not meet the development standards in the zoning code?**

An applicant should speak with the Planning staff to explore options. An applicant can request a variance to property development standards, such as setbacks, coverage, and height to be considered by the Zoning Board of Adjustments. An applicant can also seek approval for a Planned Unit Development (PUD) that allows flexibility in the design standards for a 10 or more acre site with a

common development scheme. A proposed PUD would be reviewed by the Planning and Zoning Commission and considered by City Council.

### **When is a plat required for a development?**

Generally, a plat is required prior to construction if the subdivision of land is less than 5 acres, public infrastructure is required within the City or the City's ETJ, or is developed in a manner that directly or indirectly impacts City's infrastructure. The subdivision regulations can be found at [www.municode.com](http://www.municode.com), under Chapter 126 of the Baytown, Texas Code of Ordinances. An applicant can use the Universal Development Application and a Plat submittal checklist to submit at the Permit Counter. Plats that require approval by the Planning and Zoning Commission must be submitted on the 2<sup>nd</sup> Tuesday of the month. All other plats may be submitted on any Tuesday.

### **When can a minor plat be used?**

Generally, a minor plat can be prepared if the subdivision has 4 or fewer lots, all lots have public street frontage, and does not require any public street or utilities. Minor plats can be submitted any Tuesday of the month at the Permit Counter. Once all required revisions are complete, the applicant can provide the mylar for signing and filing.

### **How can I obtain as-built or record drawings of existing public infrastructure?**

An applicant can request drawings from the Engineering Department by submitting a request for public information through the City Clerk's Office.

### **How can I reserve water and sewer capacity for my project?**

An applicant must submit an Utility Availability Application specifying the uses and capacity needs, which should also be detailed in the civil plans. The Engineering Department will respond accordingly and any approved reservation for capacity is only good for six months.

### **What are the impact fees for water and sewer services?**

The typical residential impact fee for water and sewer service is \$2,243 based on the standard 5/8" meter. The typical commercial impact fee for water and sewer service is \$17,947 based on a 2" meter. Additional fees are necessary for the actual taps. For available meter sizes and calculation of impact fees, refer to the Utility Availability Application form. The fees must be paid prior to obtaining the building permit.

### **What are the stormwater detention requirements inside of the city limits?**

Within Harris County, the standard is stipulated in the Harris County Flood Control District Policy, Criteria & Procedure Manual, which is a minimum criteria of 0.55 ac-ft/ac and 0.75 ac-ft/ac for pumped detention basin. Within Chambers County, the standard is listed in the Chambers County Drainage Criteria Manual and is based on the size of development. If the development is <200ac, a manual calculation is required and when it is >200ac, use HEC RAS or similar hydraulic calculation. The standard varies between 0.55 ac-ft/ac to 0.65 ac-ft/ac. Eg: a 10ac development with 75% impervious coverage of 90% imperviousness will have minimum storage req. of 0.65 ac-ft/ac.