



City of Baytown

Process Guide

Dear Homeowner:

Please use this information to guide you through the Residential Sewer Line Repair and Replacement Program application process. The Community Development Office may require you to provide additional information not listed. If you have any questions, please call Community Development at (281) 420-5390.

Attach the following information with your completed Residential Sewer Line Repair and Replacement Program Application:

1. Proof of address: Most recent utility bills (electricity, gas, water).
2. Proof of all sources of income: Two (2) most recent income tax return(s) for all employed household members, and proof of any other source of income or assistance received for all household members, i.e., current Social Security award letter, SNAP, child support, alimony, etc., and, if applicable, a completed Employment Verification form for all working household members.
3. Copies of two (2) most recent bank statements for all household members.
4. Proof of homeownership: Copy of Deed or Warranty Deed on your home (Deed of Trust or Contract for Deed on your home will not satisfy this requirement); verification from the holder or the mortgage company that the house payments are current.
5. Notice from the City of Baytown's Public Works Department verifying residential sewer line is in need of repairs/replacement.
6. Proof of household composition: Copies of Social Security Cards for all occupants.

A letter of receipt will be mailed to you. It will include information regarding any other required documents. If your receipt letter requests an Office Consultation, please call to schedule the meeting. You will need to bring any documents concerning your homeowner status and household composition.

After eligibility for the Residential Sewer Line Repair and Replacement Program is determined:

1. Staff will conduct a site inspection to initiate a Work Write-Up. Only residential sewer line repairs will be considered.
2. Staff will notify the applicant of the repairs that will be performed with the assistance provided. Any decision made by Staff will be final.
3. Staff will procure one (1) bid from at least three (3) contractors for the proposed repairs outlined in the Work Write-Up. Staff will choose the lowest, most reasonable bid submitted.
4. The contractor chosen must meet contractor requirements for the City of Baytown Community Development Division to be eligible to perform the work outlined in the Work Write-Up. The contractor must also sign the Contract Agreement.
5. The contractor must start work on the home within ten (10) days of signing the Contract Agreement. Depending on the Scope of Work, the contractor will have from seven (7) to thirty (30) days from the start date of the project to complete any and all repairs. At the discretion of Staff, extra time may be allowed for inclement weather or other circumstances.
6. The applicant must sign the Contract Agreement and the Owner-Lien Agreement with the City of Baytown stipulating the requirements of the five (5) year forgivable loan.
7. Any homeowner who falsifies information will be disqualified from this program and all other programs offered by the Community Development Division.