



CITY OF BAYTOWN

Residential Sewer Line Repair and Replacement Program

PROCESS GUIDE

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) 420-5398.

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

1. Most recent utility bills (electricity, gas, water).
2. Two (2) most recent income tax returns for the applicant and co-applicant, plus the most recent return for all employed household members, if applicable. Include proof of all other income or assistance for household members such as Social Security award letters, SNAP, child support, or alimony. Submit a completed Employment Verification form for each working household member, if applicable.
3. Copies of two (2) most recent bank statement(s) for all household members.
4. Copy of the recorded Deed or Warranty Deed for the home. A Deed of Trust or Contract for Deed will not meet this requirement. Provide verification from the mortgage holder confirming the loan is current.
5. Notice from the City of Baytown's Public Works Department verifying residential sewer line needs repairs/replacement.

You will receive an email confirming receipt of your application. The email will outline any additional documents that may be required. If it instructs you to schedule an Office Consultation, please call to arrange the meeting.

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.
3. Staff will procure one (1) bid from at least three (3) contractors for the proposed repairs outlined in the Work Write-Up.
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.
5. 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.
6. 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.
7. Any homeowner who falsifies information will be disqualified from this program and all other programs offered by the Community Development Division.