



City of Live Oak  
 Planning & Zoning Department  
 8001 Shin Oak Drive  
 Live Oak, Texas 78233  
 (210) 653-9140, ext. 2219  
 www.liveoaktx.net

<p><i>Submittal date – office use only</i></p> <p>Date Received _____</p> <p>PLAT No.: _____</p>
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## Amending Minor Plat Application & Submittal Checklist

Applicant Name: \_\_\_\_\_ \*Signature: \_\_\_\_\_

**\* By signing this I am acknowledging I have read the Instructions and all required documents are provided in this submittal**

### INSTRUCTIONS:

1. Provide the submittal package to Planning Division Staff located in City Hall, 8001 Shin Oak Drive, Live Oak, Tx.
2. Submittals are due by 4:00 p.m. on the subdivision submittal date. See page 6.
3. The most current application is located on the Planning & Zoning’s page of the website for your reference.
4. Incomplete, incorrect or late applications cannot be accepted for review.
5. If there are any questions regarding subdivision regulations, the applicant should consult the city website. City ordinances can be obtained from the City of Live Oak at our website under Code of Ordinances.
6. All required plans must be folded simply to 8 ½” X 9” in size with plat name visible (no smaller, no larger and no accordion folds)
7. A PDF of the final plat must be emailed to [dlowder@liveoaktx.net](mailto:dlowder@liveoaktx.net) along with the following document submittal:
8. Submit your preliminary plat to City Public Service (CPS) to begin the process for a Letter of Availability and a Letter of Certification. You must contact CPS at 210-353-3477 for plat approvals and 210-353-4050 for Letter of Availability. Both letters must be obtained by final.
  - 2 copies of the minor plat & application sent to the City Engineer’s office, 6S Engineering at [jswaim@6s-engineering.com](mailto:jswaim@6s-engineering.com) or 830-570-3220.
  - 1 copy of completed & signed application/checklist
  - 1 Copy of deed showing current ownership
  - 1 copies of final minor plat – folded as specified in #6 above delivered to 8001 Shin Oak Dr., Live Oak, Texas, ATTN: Donna Lowder.
  - Approval letter from City Engineer
  - 2 Mylars for recordation with all signatures obtained except for Live Oak’s City Manager, Scott Wayman’s signature.
  - 2 Hard copies of the signed mylars for recordation.
  - Original Tax Certificates
  - Utility approval letters from AT&T, City Public Service, TXDOT, Time Warner and SAWS (refer to #8 above)
  - Metes & Bounds
  - Fee for recordation \$82.00 for each original sheet made payable to Bexar County



**Amending Minor Plat Application**

- 1. **Proposed Subdivision Plat Name:** \_\_\_\_\_ Unit No. \_\_\_\_\_  
Nearest Street \_\_\_\_\_ Total Acreage: \_\_\_\_\_  
Quantity of proposed lots: \_\_\_\_\_ Res. \_\_\_\_\_ Com. \_\_\_\_\_ Park \_\_\_\_\_ Drainage \_\_\_\_\_ Open Space \_\_\_\_\_
- 2. **Boundaries:** City Limits:  In  Out      **County:**  Bexar    Guadalupe  
**School District:**  JISD    NEISD    Other \_\_\_\_\_  
**Adjacent TXDOT Roadway:** Yes       No   
**Utility District:**  CPS    AT&T    SAWS    Other    Time Warner    City of Live Oak
- 3. **Subdivision Master Plan:**      Yes       No       Date approved: \_\_\_\_\_ If yes, provide a copy of the Master Plan and verify conformance.
- 4. **Planned Development Dist.:** Yes    No       Date approved: \_\_\_\_\_ Ord. No. \_\_\_\_\_ If yes, provide a copy of the PDD development standards and concept/detail plan and verify conformance.
- 5. **Detention proposed with subdivision.**      Yes       No       Other
- 6. **Licensed Engineer/Surveyor:** \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone: \_\_\_\_\_      Email: \_\_\_\_\_
- 7. **Present use of the property:** \_\_\_\_\_ **Current Zoning:** \_\_\_\_\_
- 8. **All comments made by the City's engineer have been addressed?** Yes    No

**IMPORTANT NOTES**

- All staff & City Engineer's comments must be addressed by the resubmittal date. If not, the plat will be rejected and will NOT be forwarded to the Planning Commission.
- For minor plats on TXDOT right-of-way, it is highly recommended that a permit be submitted to TXDOT prior to submitting the plat application.
- All new plats must be reviewed by the City's engineer, **6S Engineering at [jswaim@6s-engineering.com](mailto:jswaim@6s-engineering.com) or 830-570-3220.**

**Amending Plat Application Continued**

**Please Note:** The signature of owner authorizes City of Live Oak staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this application/checklist and all items on this checklist have been addressed and complied with.

**(Check one:)**

\_\_\_\_ I will represent my application before the City.

\_\_\_\_ I hereby authorize the person named below to act as my agent/applicant in processing this application.

*Furthermore, I agree to comply with all platting and subdivision requirements of the City of Live Oak. I understand the minor plat will be rejected and will **NOT** be forwarded to the City Manager unless staff comments are satisfactorily addressed by the plat resubmittal meeting date.*

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Owner's Name (printed)	Phone	Cell
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Owner's Address	City	State	Zip
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Owner's Signature	Date	Email Address
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Agent/Applicant Name: \_\_\_\_\_

Company: \_\_\_\_\_

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Mailing Address	City	State	Zip
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Phone	Cell	Email Address
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## Amending Minor Plat Checklist

### FINAL MINOR Plat shall include (check boxes to confirm compliance):

- Sheets are not to be less than 18" x 24" with ½ inch borders (14 plat copies plus two mylars with signatures)
- Drawn to a scale of 1" = 100' or greater, indicate on plat.
- Include an index sheet if more than sheet is necessary to accommodate the entire area.
- A Final Plat must be consistent with the City's plans, policies and ordinances including, but not limited to, the Comprehensive Plan and Zoning Ordinance, and an approved master plan (if applicable).
- A location map of the subdivision indicating its relation to adjacent arterials or collectors with sufficient information to locate the subdivision in relation to the rest of the City.
- Names and addresses of the applicant, record title owner, engineer and/or surveyor. Must submit original Tax Certificates and utility letter approvals at final submission.
- The proposed name of the subdivision shall not have the same spelling or be pronounced similar to the name of any other subdivision located within the City or the City's extraterritorial jurisdiction, unless the subdivision is contiguous to a recorded subdivision and the plat represents an additional installment or increment of the original subdivision.
- Submit your plat to City Public Service (CPS) to begin the process for a Letter of Availability and a Letter of Certification.** You must contact CPS at 210-353-3477 for plat approvals and 210-353-4050 for Letter of Availability. Both letters must be obtained by final. **Disregard this item if you received your letters during preliminary from CPS.**
- Names of contiguous subdivisions and the owners of contiguous parcels of un-subdivided land, and an indication of whether or not contiguous properties are platted.
- The locations of contiguous lots, blocks, streets, easements, rights-of-way, parks and public facilities.
- Subdivision boundary lines indicated by heavy lines and the computed acreage of the subdivision.
- Existing site information as follows:
  - The exact location, dimensions, name and description of all existing or recorded streets, alleys, drainage structures, reservations, easements or public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries;
  - The exact location, dimensions, description and name of all existing or recorded residential lots, parks, public areas and significant sites within or contiguous with the subdivision.
- The location, dimensions, description and name of all proposed streets, alleys, parks, public areas, reservations, easements or rights-of-way, blocks, and lots.
- Date of preparation, scale of plat, and north arrow.
- Topographical information shall include contours on the basis of five (5) vertical feet in terrain with a slope of two percent (2%) or more, and on a basis of two (2) vertical feet in terrain of less than two percent. Contour lines shall be based upon City datum, if available.
- Location of City limits line, the outer border of the City's extraterritorial jurisdiction, and zoning district boundaries if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary. This shall be shown on all copies submitted to the City and will not be required on the final plat.
- The Final plat shall indicate by lot the proposed land use and proposed density on all copies submitted. This information will not be required on the final plat.
- A number or letter to identify each lot or site and each block.

- Any setback lines that are proposed to be more restrictive than the Zoning Ordinance.
- Additional information as may be required by state law, the City Engineer, or the Commission.
- Land subject to any special flood hazard zone according to the City's adopted flood maps.

***Continued on next page.***

Meeting Date @ 6:00 p.m. (Thursdays unless otherwise noted)	Application/Submittal to City Engineer Deadline date by 4:00 p.m.	Application/Submittal to the City Planning Dept. deadline date by 4:00 p.m.	P&Z Commission Receive submittals for review	Future Meeting Date for Plat Final
January 21, 2021	December 15, 2020	December 15, 2020	January 14, 2021	February 18, 2021
February 21, 2021	January 15, 2021	January 15, 2021	February 18, 2021	March 25, 2021
March 25, 2021	February 15, 2021	February 15, 2021	March 18, 2021	April 22, 2021
April 22, 2021	March 15, 2021	March 15, 2021	April 22, 2021	May 20, 2021
May 20, 2021	April 15, 2021	April 15, 2021	May 13, 2021	June 24, 2021
June 24, 2021	May 15, 2021	May 15, 2021	June 17, 2021	July 22, 2021
July 22, 2021	June 15, 2021	June 15, 2021	July 15, 2021	August 26, 2021
August 26, 2021	July 15, 2021	July 15, 2021	August 19, 2021	September 23, 2021
September 23, 2021	August 15, 2021	August 15, 2021	September 16, 2021	October 21, 2021
October 21, 2021	September 15, 2021	September 15, 2021	October 14, 2021	<b>November 18, 2021 **</b>
<b>November 18, 2021 **</b>	<b>October 15, 2021</b>	<b>October 15, 2021</b>	<b>November 11, 2021</b>	<b>December 16, 2021 **</b>
<b>December 16, 2021 **</b>	<b>November 15, 2021</b>	<b>November 15, 2021</b>	<b>December 9, 2021</b>	<b>January 20, 2021</b>
January 20, 2022	December 15, 2021	December 15, 2021	January 13, 2022	February 17, 2022
February 17, 2022	January 15, 2022	January 15, 2022	February 10, 2022	March 24, 2022

- All Planning & Zoning Commission meetings are scheduled on an as need basis.
- Meeting time is subject to change in the event of a Joint Public Hearing (JPH) or Public Hearing (PH) is scheduled in conjunction with the regularly scheduled Planning & Zoning meeting.
- Should a JPH or PH be scheduled the regularly scheduled Planning & Zoning meeting will immediately follow the adjournment of said JPH or PH.
- **\*\* Indicates this meeting is a “Special” meeting and not on the regular scheduled calendar date due to a holiday.**
- **\*\*\* Indicates this meeting has been tentatively cancelled due to the holiday.**