



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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## Final 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 5.**
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:
  - **2 copies of the final plat & application sent to the City Engineer’s office at 323 Breesport, San Antonio, TX.**
  - **1 copy of completed & signed application/checklist**
  - **1 Copy of deed showing current ownership**
  - **14 copies of final 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 PZ Chairman & Secretary**
  - **2 Hard copies of the signed mylars for recordation.**
  - **Original Tax Certificates**
  - **Utility approval letters from AT&T, City Public Service, Time Warner and SAWS**
  - **Metes & Bounds**
  - **Fee for recordation \$82.00 for each original sheet made payable to Bexar County**

**FINAL 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 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, **Don McCrary & Associates (210) 349-2651.**

**FINAL Plat Application & Checklist**

**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 Planning & Zoning Commission.

I hereby authorize the person named below to act as my agent/applicant in processing this application before the Planning & Zoning Commission.

*Furthermore, I agree to comply with all platting and subdivision requirements of the City of Live Oak. I understand the plat will be rejected and will **NOT** be forwarded to the Planning Commission 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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## FINAL Plat Checklist

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

- Sheets are not to be less than 18" x 24" with ½ inch borders.
- 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 Preliminary 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.
- 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.
- 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 (Thursday unless Otherwise noted)	Application/Submittal To City Engineer Deadline Date By 4:00 p.m.	Application/Submittal To the City Deadline Date By 4:00 p.m.	Planning & Zoning Commission Receives Plat Submittals for review	Future Meeting Date For Plat Final
January 25, 2018 @ 6:00 p.m.	December 29, 2017	December 29, 2017	January 18, 2018 by 3:00 p.m.	February 22, 2018 @ 6:00 p.m.
February 22, 2018 @ 6:00 p.m.	January 31, 2018	January 31, 2018	February 15, 2018 by 3:00 p.m.	March 22, 2018 @ 6:00 p.m.
March 22, 2018 @ 6:00 p.m.	February 28, 2018	February 28, 2018	March 15, 2018 by 3:00 p.m.	April 19, 2018 @ 6:00 p.m.
April 19, 2018 @ 6:00 p.m.	March 23, 2018	March 23, 2018	April 12, 2018 by 3:00 p.m.	May 24, 2018 @ 6:00 p.m.
May 24, 2018 @ 6:00 p.m.	April 30, 2018	April 30, 2018	May 17, 2018 by 3:00 p.m.	June 21, 2018 @ 6:00 p.m.
June 21, 2018 @ 6:00 p.m.	May 30, 2018	May 30, 2018	June 14, 2018 by 3:00 p.m.	July 26, 2018 @ 6:00 p.m.
July 26, 2018 @ 6:00 p.m.	June 29, 2018	June 29, 2018	July 19, 2018 by 3:00 p.m.	August 23, 2018 @ 6:00 p.m.
August 23, 2018 @ 6:00 p.m.	July 31, 2018	July 31, 2018	August 16, 2018 by 3:00 p.m.	September 23, 2018 @ 6:00 p.m.
September 23, 2018 @ 6:00 p.m.	August 30, 2018	August 30, 2018	September 13, 2018 by 3:00 p.m.	October 25, 2018 @ 6:00 p.m.
**November 15, 2018 @ 6:00 p.m.	October 22, 2018			
***December CANCELLED	*****	*****	*****	*****
January 24, 2019 @ 6:00 p.m.	December 28, 2018	December 28, 2018	January 17, 2019 by 3:00 p.m.	February 22, 2019 @ 6:00 p.m.

- 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.