



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 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.*

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: _____

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 24, 2019 @ 6:00 p.m.	December 20, 2018	December 20, 2018	January 17, 2019 by 3:00 p.m.	February 21, 2019 @ 6:00 p.m.
February 21, 2019 @ 6:00 p.m.	January 15, 2019	January 15, 2019	February 14, 2019 by 3:00 p.m.	March 25, 2019 @ 6:00 p.m.
March 25, 2019 @ 6:00 p.m.	February 15, 2019	February 15, 2019	March 14, 2019 by 3:00 p.m.	April 25, 2019 @ 6:00 p.m.
April 25, 2019 @ 6:00 p.m.	March 15, 2019	March 15, 2019	April 18, 2019 by 3:00 p.m.	May 23, 2019 @ 6:00 p.m.
May 23, 2019 @ 6:00 p.m.	April 15, 2019	April 15, 2019	May 16, 2019 by 3:00 p.m.	June 20, 2019 @ 6:00 p.m.
June 20, 2019 @ 6:00 p.m.	May 15, 2019	May 15, 2019	June 13, 2019 by 3:00 p.m.	July 25, 2019 @ 6:00 p.m.
July 25, 2019 @ 6:00 p.m.	June 15, 2019	June 15, 2019	July 18, 2019 by 3:00 p.m.	August 19, 2019 @ 6:00 p.m.
August 19, 2019 @ 6:00 p.m.	July 15, 2019	July 15, 2019	August 12, 2019 by 3:00 p.m.	September 24, 2019 @ 6:00 p.m.
September 24, 2019 @ 6:00 p.m.	August 15, 2019	August 15, 2019	September 17, 2019 by 3:00 p.m.	October 24, 2019 @ 6:00 p.m.
October 24, 2019 @ 6:00 p.m.	September 15, 2019	September 15, 2019	October 17, 2019 by 3:00 p.m.	November 21, 2019 @ 6:00 p.m.
November 21, 2019 @ 6:00 p.m.	October 15, 2019	October 15, 2019	November 14, 2019 by 3:00 p.m.	***December CANCELLED
December CANCELLED	**	*****	*****	*****
January 23, 2020 @ 6:00 p.m.	December 15, 2019	December 15, 2019	January 16, 2020 by 3:00 p.m.	February 20, 2020 @ 6:00 p.m.
February 20, 2020 @ 6:00 p.m.	January 15, 2020	January 15, 2020	February 13, 2020 by 3:00 p.m.	March 26, 2020 @ 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.