

APPLICATION FOR SPECIAL USE



PERMIT

8001 Shin Oak Drive
Live Oak, Texas 78233
E-MAIL: dlowder@liveoaktx.net
PHONE: (210) 653-9140 ext. 2219

1. Applicant - If owner(s), so state; If agent or other type of relationship, a letter of authorization must be furnished from owner(s) at the time submitted.

Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____ Mobile: _____

Email: _____

2. Property Address/Location: _____

3. Legal Description:
Name of Subdivision: _____

Lot(s): _____ Block(s): _____ Acreage: _____

4. Existing Use of Property: _____

5. Current Zoning: _____

6. Proposed Use of Property and/or Reason for request (attach additional or supporting information if necessary): _____

7. ATTACHMENTS:

- _____ Metes and bounds description and survey if property is not platted.
_____ Map of property in relation to City limits/major roadways or surrounding area.
_____ Copy of deed showing current ownership.

The undersigned hereby requests a Specific Use Permit of the above described property as indicated.

Applicant Signature

Date

Applicant Name (Print)

OFFICE USE ONLY	
Fee Received By: _____	Amount: _____
Receipt No.: _____	Date Received: _____

**PLEASE READ THE FOLLOWING INFORMATION REGARDING SPECIAL USE PERMITS
PRIOR TO SUBMITTING AN APPLICATION**

APPLICATION DUE DATE/DATE OF HEARING:

All applications are due by the date on the chart attached. Applications will be reviewed for completeness by Planning Department staff. If the application is incomplete, the Planning Department will notify you within 10 days of receipt of the application. The applicant will have 45 days to submit the required information or the application is subject to denial if all the required information has not been submitted.

In the event the Planning Commission does NOT favorably recommend the Special Use Permit and the applicant withdraws his application prior to staff forwarding said request to City Council for public hearing and determination, then 30% of the application fee shall be refunded upon written request by the applicant.

Special Use requests fees: \$500.00

LETTER OF AUTHORIZATION:

If you are acting as the agent for the property owner, a letter signed by the owner authorizing you to act on their behalf must accompany the application. Otherwise, the owner must sign the application and note next to the signature that they are the property owner.

LEGAL DESCRIPTION:

If the property is un-platted (example of platted property: Lot A, Block 4, ABC Subdivision), a survey of the property must accompany the application. A survey can include a plat or metes and bounds description.

SPECIAL USE PERMIT PROCESS/PROCEDURE:

1. Applicant has preliminary conference with a Planning staff member concerning the request.
2. Applicant fills out an application for Special Use Permit and submits said application (*only page 1 of this information packet*) with required attachment(s) and filing fees made payable to the City of Live Oak.
3. Provide list of property owners within a 200-foot radius with application submittal.
4. Under certain conditions, the City will publish a notice of public hearing in the Herald at least 15 days prior to the meeting date.
5. The City will notify property owners within a 200-foot radius at least 10 days prior to the meeting.
6. A Joint public hearing is held before the Planning Commission and City Council at which time the Planning Commission makes a recommendation to the City Council. City Council will consider the request at the next regular scheduled City Council meeting.
7. The City will publish a notice of public hearing in the Herald at least 15 days prior to the City Council hearing date.
8. A public hearing is held before the City Council.
9. An ordinance authorizing the Special Use Permit is read and voted upon at the same meeting at which the public hearing is held. If the ordinance passes the first reading, one more reading at a separate meeting is required.
10. If the ordinance passes both readings, the Special Use Permit becomes effective immediately upon the second and final reading. The applicant will be sent a copy of the ordinance signed by the Mayor.
11. If the ordinance fails at any of the two readings, it is considered denied at that point.

**IF ADDITIONAL INFORMATION IS NECESSARY,
PLEASE CONTACT THE PLANNING DIVISION AT:
210-653-9140, ext. 2244 or 2286**



PLANNING COMMISSION PUBLIC HEARING CALENDAR Council Chambers 6:00 p.m.

Joint Public Hearing 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 & City Council Receive submittals for review	Council Meeting for final decision #7:00 p.m. (Last Tuesday of every month)
January 21, 2021	December 15, 2020	December 15, 2020	January 14, 2021	January 26, 2021
February 18, 2021	January 15, 2021	January 15, 2021	February 11, 2021	February 23, 2021
March 25, 2021	February 15, 2021	February 15, 2021	March 18, 2021	March 30, 2021
April 22, 2021	March 15, 2021	March 15, 2021	April 15, 2021	April 27, 2021
May 20, 2021	April 15, 2021	April 15, 2021	May 13, 2021	May 25, 2021
June 24, 2021	May 15, 2021	May 15, 2021	June 17, 2021	June 29, 2021
July 22, 2021	June 15, 2021	June 15, 2021	July 15, 2021	July 27, 2021
August 26, 2021	July 15, 2021	July 15, 2021	August 19, 2021	August 31, 2021
September 23, 2021	August 15, 2021	August 15, 2021	September 16, 2021	September 28, 2021
October 21, 2021	September 15, 2021	September 15, 2021	October 14, 2021	October 26, 2021
November 18, 2021 **	October 15, 2021	October 15, 2021	November 11, 2021	November 30, 2021**
December 16, 2021 **	November 15, 2021	November 15, 2021	December 9, 2021	December 28, 2021
January 20, 2022	December 15, 2021	December 15, 2021	January 13, 2022	January 25, 2022
February 17, 2022	January 15, 2022	January 15, 2022	February 10, 2022	February 22, 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 or subject to change due to the holiday.