

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**



2018 PLANNING COMMISSION MEETING CALENDAR

Council Chambers 6:00 p.m.

Meeting Date (Thursdays unless otherwise noted)	Application Deadline for SUPs Submittal to the City by 4:00 p.m.	Application delivery Deadline to City's Engineer	Planning & Zoning Commission & City Council Receive submittal	Meeting Date for City Council to consider the recommendation
January 25, 2018	Dec 15, 2017	Dec 15, 2017	Jan 18, 2017	Jan 30, 2018
February 22, 2018	Jan 15	Jan 15	Feb 15	Feb 27
March 22, 2018	Feb 15	Feb 15	Mar 15	Mar 27
April 19, 2018	Mar 15	Mar 15	April 12	April 24
May 24, 2018	April 16	April 16	May 17	May 29
June 21, 2018	May 14	May 14	June 14	June 26
July 26, 2018	Jun 15	June 15	July 19	July 31
August 23, 2018	July 16	July 16	Aug 16	Aug 28
September 20, 2018	Aug 15	Aug 15	Sept 13	Sept 25
October 25, 2018	Sept 15	Sept 15	Oct 18	Oct 30
November (cancelled)	*****	*****	*****	*****
December (cancelled)	*****	*****	*****	*****
Jan 24, 2019	Dec 15, 2018	Dec 15, 2018	Jan 17, 2019	Jan 29, 2019
Feb 21, 2019	Jan 15, 2019	Jan 15, 2019	Feb 14, 2019	Feb 26, 2019