



Subdivision Master Plan – Application Checklist

Incomplete submissions will NOT be accepted

For Office Use
Case No. _____

Application Completeness Requirements:

- Development Application signed by owner
- This checklist (signed by applicant or authorized representative)
- Metes and Bounds Description (field notes) - on 8 ½" by 11" paper including surveyor seal and signature.
- Proof of ownership – including but not limited to certified tax certificate, copy of deed, etc.
- Letter of Intent (see Subdivision Master Plan – Certification of Exhibits Checklist for requirements)
- 2 copies of the City Certified Subdivision Master Plan exhibit full size 18" by 24" (see certification of exhibits)
- 14 copies of the City Certified Subdivision Master Plan exhibit reduced to 11" by 17" (see certification of exhibits)
- Traffic Impact Analysis Determination Form
- City Certified Traffic Impact Analysis - if required by TIA Determination Form (see certification of exhibits)
- City Certified Preliminary Drainage Report (see certification of exhibits)
- Utility Provider Certifications – All utility providers (SAWS, CPS, Spectrum, AT&T, etc.)
- TxDOT Letter of No Objection to Access and Drainage – required if the development abuts TxDOT right-of-way
- Digital copy in .pdf format of entire application submission (application, checklist, exhibits, etc.) on USB drive
- Any additional information required by this application, City Staff, City Council, City Codes & Ordinances and State Statutes, needed to evaluate this request

Submittal Information

- Application must be submitted in accordance with the City's Plat & Subdivision Master Plan Calendar.
- All technical exhibits must be reviewed and certified as technically sufficient to be considered City Certified. Please see the Subdivision Master Plan – Certification of Exhibits Checklist for more information on the certification process.
- INCOMPLETE APPLICATIONS AND SUBMITTALS WILL BE REJECTED; an application may be deemed incomplete after initial staff review.

Questions shall be directed to, and complete applications shall be submitted in person to the following:

City of Live Oak
Planning Department
8001 Shin Oak Dr.
Live Oak, TX 78233
planning@liveoaktx.net

Preparer's Signature: _____

Date: _____

Printed Name: _____

Company Name: _____