*City of Live Oak*
***Planning & Zoning Department***
***8001 Shin Oak Drive***
***Live Oak, Texas 78233***
***(210) 653-9140, ext. 2219***
***www.liveoaktx.net***

***Submittal date – office use only***
Date Received _____
PLAT No.: _____

# 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 6.**
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:
8. **Submit your preliminary plat to City Public Service (CPS) to begin the process for a Letter of Availability and a Letter of Certification.** You must contact CPS at 210-353-3477 for plat approvals and 210-353-4050 for Letter of Availability. Both letters must be obtained by final.

- **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 (refer to #8 above)**
- **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 Continued

**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**

_____

**Owner's Address** **City** **State** **Zip**

_____

**Owner's Signature** **Date** **Email Address**

**Agent/Applicant Name:**_____

**Company:**_____

_____

**Mailing Address** **City** **State** **Zip**

_____

**Phone** **Cell** **Email Address**

## 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 (14 plat copies plus two mylars with signatures)
- ❑ 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 Final 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. Must submit original Tax Certificates and utility letter approvals at final submission.
- ❑ 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.
- ❑ **Submit your plat to City Public Service (CPS) to begin the process for a Letter of Availability and a Letter of Certification.** You must contact CPS at 210-353-3477 for plat approvals and 210-353-4050 for Letter of Availability. Both letters must be obtained by final. **Disregard this item if you received your letters during preliminary from CPS.**
- ❑ 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 @ 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 Receive submittals for review | Future Meeting Date for Plat Final |
|---|---|---|---|---|
| January 23, 2020 | December 15, 2019 | December 15, 2019 | January 16, 2020 | January 28, 2020 |
| February 20, 2020 | January 15, 2020 | January 15, 2020 | February 13, 2020 | February 25, 2020 |
| March 19, 2020 | February 15, 2020 | February 15, 2020 | March 12, 2020 | March 31, 2020 |
| April 23, 2020 | March 15, 2020 | March 15, 2020 | April 16, 2020 | April 28, 2020 |
| May 21, 2020 | April 15, 2020 | April 15, 2020 | May 14, 2020 | May 26, 2020 |
| June 25, 2020 | May 15, 2020 | May 15, 2020 | June 18, 2020 | June 30, 2020 |
| July 23, 2020 | June 15, 2020 | June 15, 2020 | July 16, 2020 | July 30, 2020 |
| August 20, 2020 | July 15, 2020 | July 15, 2020 | August 13, 2020 | August 25, 2020 |
| September 20, 2020 | August 15, 2020 | August 15, 2020 | September 17, 2020 | September 25, 2020 |
| October 22, 2020 | September 15, 2020 | September 15, 2020 | October 22, 2020 | October 27, 2020 |
| November 19, 2020 | October 15, 2020 | October 15, 2020 | November 12, 2020 | **November 24, 2020 **** |
| **December 17, 2020 **** | **November 15, 2020** | **November 15, 2020** | **December 10, 2020** | **December 29, 2020** |
| 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 26, 2021 |

- **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.**