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

CC/Cash/Check _____ No.:
Amount: $_____
Receipt No.: _____

Submittal date – office use only PLAT No.:_____

Preliminary Re-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. Submit a pdf of the proposed preliminary re-plat by email to dlowder@liveoaktx.net
8. **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.

1 copy of completed & signed application/checklist

1 Copy of deed showing current ownership

14 copies of preliminary Re-plat – folded as specified in #6 above delivered to 8001 Shin Oak Dr., Live Oak, Texas, ATTN: Donna Lowder.

2 copies of the prelim re-plat drawing & application sent to the City Engineer's office at 323 Breesport, San Antonio, TX.

1 copy of survey showing existing improvements/structures on subject property

1 copy of TIA Worksheet ……..(TIA required: ☐ No ☐ Level 1 ☐ Level 2 ☐ Level 3

TIA - 1 hardcopy & 1 PDF emailed to dlowder@liveoaktx.net

1 copy Preliminary Drainage Report

1 PDF of Preliminary Re-Plat emailed to dlowder@liveoaktx.net

Application Fee: $_____ ***(fee outline below)***

PLATTING FEES

0-5 Acres	**$325.00**
5 plus – 10 Acres	**$375.00**
10 plus – 20 Acres	**$475.00**
20 plus – 50 Acres	**$775.00**
50 plus – 100 Acres	**$1,275.00**
100 plus Acres	**$1,500.00**

Preliminary Re-Plat Application & Checklist

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. **Waiver(s) approved with the Master Plan:**_____

   If yes, provide copy of approval letter.

8. **Present use of the property:**_____**Current Zoning:** _____

9. **Proposed use(s) of the property:**_____

10. **Traffic Impact Analysis document required:**_____

    Worksheet (always) TIA per worksheet: **None** ☐ **Level 1** ☐ **Level 2** ☐ **Level 3** ☐

    If previously approved, provide a copy of the Traffic Impact Analysis and verify conformance

11. **Is the property subject to any liens, encumbrances, or judgments?** ☐ **Yes** ☐ **No**

    If yes, provide details on a separate sheet. Permission from any lien holder(s) and/or removal of any encumbrances or judgments will be necessary prior to filing of a plat with the County Clerk's office.

12. **Is any part of the property in a regulatory floodplain?** ☐**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**.

Preliminary Re-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

_____

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

Preliminary Re-Plat Application & Checklist

- ❑ 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 Re-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.
  - **To include a list of 200ft property owners in conjunction to said property for re-plat according to Bexar County Appraisal records at www.bcad.org**
  - **List will include owner's name, property address, owner's mailing address, Bexar CAD's Block & Lot Number**
- ❑ **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.
- ❑ 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 preliminary Re-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.

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 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.**