

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**



2019-2020 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 24, 2019 @ 6:00 p.m.	December 15, 2018	December 15, 2018	Jan 17, 2019 by 3:00 p.m.	February 21, 2019 @ 6:00 p.m.
Feb 21, 2019 @ 6:00 p.m.	January 15, 2019	January 15, 2019	February 14, 2019 by 3:00 p.m.	March 25, 2019 @ 6:00 p.m.
March 25, 2019 @ 6:00 p.m.	February 15, 2019	February 15, 2019	March 14, 2019 by 3:00 p.m.	April 25, 2019 @ 6:00 p.m.
April 25, 2019 @ 6:00 p.m.	March 15, 2019	March 15, 2019	April 18, 2019 by 3:00 p.m.	May 23, 2019 @ 6:00 p.m.
May 23, 2018 @ 6:00 p.m.	April 15, 2019	April 15, 2019	May 16, 2019 by 3:00 p.m.	June 20, 2019 @ 6:00 p.m.
June 20, 2019 @ 6:00 p.m.	May 15, 2019	May 15, 2019	June 13, 2019 by 3:00 p.m.	July 25, 2019 @ 6:00 p.m.
July 25, 2019 @ 6:00 p.m.	June 15, 2019	June 15, 2019	July 18, 2019 by 3:00 p.m.	August 19, 2019 @ 6:00 p.m.
August 19, 2019 @ 6:00 p.m.	July 15, 2019	July 15, 2019	August 12, 2019 by 3:00 p.m.	September 24, 2019 @ 6:00 p.m.
September 24, 2019 @ 6:00 p.m.	August 15, 2019	August 15, 2019	September 17, 2019 by 3:00 p.m.	October 24, 2019 @ 6:00 p.m.
October 24, 2019 @ 6:00 p.m.	September 15, 2019	September 15, 2019	October 17, 2019 by 3:00 p.m.	November 21, 2019 @ 6:00 p.m.
November 21, 2019 @ 6:00 p.m.	October 15, 2019	October 15, 2019	November 14, 2019 by 3:00 p.m.	***December CANCELLED
December CANCELLED	**	*****	*****	*****
Jan 23, 2020 @ 6:00 p.m.	December 15, 2019	Dec 15, 2019	January 16, 2020 by 3:00 p.m.	February 20, 2020 @ 6:00 p.m.
February 20, 2020 @ 6:00 p.m.	January 15, 2020	January 15, 2020	February 13, 2020 by 3:00 p.m.	March 26, 2019 @ 6:00 p.m.

- 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.