



PRELIMINARY/SUBDIVISION PLAT INFORMATION SHEET AND PROCESSING CHECKLIST

NAME OF SUBDIVISION: _____

OWNER: _____

Name Address Telephone

AGENT: _____

Name Address Telephone

ENGINEER

SURVEYOR: _____

Name Address Telephone

PLEASE ENSURE THE FOLLOWING IS COMPLETED UPON DROPPING OFF PLAT INFORMATION

FILING FEE: Each preliminary plat shall be accompanied by a filing fee of two hundred fifty dollars (\$250.00) plus an additional fee of fifteen dollars (\$15.00) per acre or fraction thereof, for the first five (5) acres, and ten dollars (\$10.00) per acre or fraction thereof for all additional acreage of the land being subdivided and four dollars (\$4.00) per lot.

Land Acre Being Platted:

Proposed Water Service:

Total Acres: _____

(X) City of Live Oak

Residential Acres: _____

() Other _____

(Name)

Commercial Acres _____

() Water Wells

If commercial, Public R.O.W.

Dedication (E.G. streets, drainage,

Etc. but not easements):

Acres: _____

Proposed Sewer Services:

(X) City of Live Oak

() Other System _____

(Name)

() Septic Tank

Proposed Number of lots:

Residential 1 or family: _____

Existing curbs () yes () no

Multi family residential: _____

Existing sidewalks () yes () no

Commercial: _____

If yes, existing width: _____

Linear feet of new street(s): _____

Is there any existing structure(s) on the

Number of dwelling units per acre: _____

structure(s) on the property being physical

Specific proposed use(s): _____

being platted? () yes () no

I hereby certify that the above information is true and correct to the best of my knowledge.

Signature _____

Check one () Engineer

() Surveyor

Date

PRELIMINARY PLAT CHECKLIST/COORDINATION

Date Submitted: _____

Received By: _____

Number of Prints Received: _____

Filing Fee Received: _____

Distribution/Reviews: **COMMENTS ATTACHED**

	Pub. Works	Admin	Police	Fire	Utility	Engineer
Submitted						
Received						

() Approved

() Disapproved

Date: _____

If not approved, reason thereof: _____

Recommended corrections: _____

Additional requirements necessary: _____

Date Notification made to owner/agent: _____ by _____

**FINAL PLAT
CHECKLIST/COORDINATION**

Date Submitted: _____ Received By: _____

- | | |
|--|---|
| 1. One original linen(s) _____ | 9. \$ _____ Filing Fees _____ |
| 2. One process linen(s) _____ | 10. \$ _____ Recording Fee _____ |
| 3. Index sheet _____ | 11. Performance bond or Trust Agreement _____ |
| 4. 10 blueline or blackline
prints of vacating plat _____ | 12. Maintenance Bond _____ |
| 5. 10 blueline or blackline
prints subd. plat _____ | 13. Sewer & Water Certification _____ |
| 6. City Tax Certificate(s) _____ | 14. City Public Service Board Certification _____ |
| 7. County Tax Certificate(s) _____ | 15. Southwestern Bell Corporation _____ |
| 8. School District Tax Certificate(s) _____ | 16. Letter of Authority for Agent _____ |
| | 17. Copy of Metes and Bounds Description
(See last page of packet) |

Distribution/Reviews: **(COMMENTS ATTACHED)**

	Pub. Works	Admin	Police	Fire	Utility	Engineer
Submitted						
Received						

Date submitted to Planning Commission: _____

Planning Commission action and date:

Approved: _____	Disapproved: _____
Variance: _____	
Postponed: _____	Date of Postponement: _____
Other: _____	

I hereby give my permission to the City Secretary to deliver this plat with the recordation fee to the County Clerk of Bexar County Texas for recordation as required by the Subdivision Ordinance of the City of Live Oak when the plat has been approved by the Planning Commission.

Signature _____
 Check one () Owner () Authorized Agent _____ Date _____

Notification of Engineer (Date): _____

Distribution of approved plat (Date) _____

Date Filed for recordation _____ by _____

Distribution of recorded plat (Date) _____

() Legal Description: **(Attached Description)**



**CITY OF LIVE OAK
PLANNING AND ZONING DEPARTMENT**

8001 Shin Oak Drive
Live Oak, Texas 78233
210-653-9140 ext. 219

REQUEST FOR REVIEW

To: _____ Date : _____

From: _____ Telephone: _____

Project Name: _____

PROPOSED DEVELOPMENT: _____

COMMENTS: _____

Subject: The attached item has been submitted to you for review and recommendations to the City of Live Oak and/or Planning and Zoning Commission. Please review and forward your recommendation to the Planning & Zoning Department, 8001 Shin Oak, Live Oak, Texas 78233. All responses shall be returned as soon as possible, but no later than the date shown below. Response time will commence from the date of receipt of this request or receipt of all items your agency requires for this review.
“Days” represent business days.

Please return by: _____

Proposed Plat – 30 days

Variance – 15 days

Plat Deferral – 30 days

Plan/Legal Document – 15 days

I recommend approval

I **DO NOT** recommend approval

COMMENTS:

Name Title Date