



## Subdivision Master Plan Certification Technical 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.
- Application fees in the form of a check made payable to City of Live Oak (Subdivision Master Plan = \$1,500)
- Letter of Intent (see letter of intent requirements below)
- 5 copies of the Subdivision Master Plan – prepared in accordance with this checklist
- Preliminary Drainage Report
- Traffic Impact Analysis Determination Form
- Traffic Impact Analysis (if required by TIA Determination Form)
- 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

- INCOMPLETE APPLICATIONS AND SUBMITTALS WILL BE REJECTED; an application may be deemed incomplete after initial staff review.
- Prior to application submittal, we strongly recommend setting up and attending a predevelopment conference.

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

### Letter of Intent Requirements

*The letter of intent is a narrative to describe the Subdivision Master Plan request and generally should contain the following:*

- Describe in detail the location of the property (including distance from nearest intersection). Additionally, include the County Appraisal District property identification no. and address when available.
- Define acreage of subject property and current zoning district
- General description of the proposed development
- Specify proposed land uses with specific operations defined.
- Please specify if the proposed development will be developed in phases.
- Detail and special considerations.
- Any additional information from the owner/applicant to thoroughly describe the Subdivision Master Plan request.
- The letter of intent must provide the signature and contact information of the owner or applicant.

**Subdivision Master Plan Technical Requirements**

Use the following technical checklist in preparing a Subdivision Master Plan:

Applicant	<b>Subdivision Master Plan Technical Requirements</b> <i>**Do not leave any items unchecked**</i>	
	1)	Location / vicinity map with north arrow and scale and showing all City and County limits where applicable
	2)	Site boundaries with bearings and distances
	3)	Title block containing proposed subdivision name, property address or description of general location, acreage, city, county, and preparation date
	4)	Graphic and written scale, appropriate for level of detail
	5)	North arrow
	6)	Legend containing all symbols and abbreviations used
	7)	Location of City limits boundary and/or County boundary if they traverse the property, form part of the boundary of the property or are contiguous to such boundary
	8)	Distances to nearest cross street intersection (not needed if property is located adjacent to an intersection)
	9)	Topography in 5' contours
	10)	Show all existing and proposed rights-of-way and easements, including recording information for existing easements and any proposed street names
	11)	Lot and block numbers for all proposed lots (numbers only)
	12)	List total number of buildable lots
	13)	Location of significant manmade features, including railroads, buildings, utilities, or physical features
	14)	Show building setbacks
	15)	Location of existing and proposed FEMA 100-year floodplain and floodway limits
	16)	Designation and boundaries of each phase of development and the proposed order of development
	17)	Provide a table indicating the phasing, land uses, zoning, number of dwelling units, and development dates for each phase
	18)	Boundary lines and acreage of the land to be dedicated to the City for public parkland
	19)	Provide the location and sizes of proposed water, wastewater and storm drainage facilities to serve the development, including the sewer flow arrows.
	20)	Any additional information as required to clarify the proposal
<b>Standard Notes to be included on the Subdivision Master Plan</b>		
	21)	The thoroughfare alignments shown on this exhibit are for illustration purposes and do not set the alignment. Alignment is determined at time of final plat.
	22)	According to Flood Insurance Rate Map, Panel _____, dated _____, the property is located in Zone(s) _____ and is/ is not within the 100-year floodplain.
	23)	If floodplain exists on the property, provide the following note: All development shall be in accordance with the floodplain ordinance in effect at the time of site improvement and building construction.
	24)	Any applicable notes required by TxDOT if the property is adjacent to a TxDOT right-of-way.

Preparer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_