



Preliminary Plat – Certification of Exhibits 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 (Preliminary Plat = \$850 + \$15 per acre + \$10 per lot)
- Letter of Intent (see letter of intent requirements below)
- 5 copies of Preliminary Plat exhibit – prepared in accordance with this checklist
- Traffic Impact Analysis Determination Form
- Traffic Impact Analysis (if required by TIA Determination Form)
- Preliminary Drainage Report
- Utility Provider Certifications – All utility providers (SAWS, CPS, Spectrum, AT&T, etc.)
- 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.
- Applications for Certification of Exhibits may be submitted at any time.
- 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 plat 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 any special considerations.
- Any additional information from the owner/applicant to thoroughly describe the request.

Preliminary Plat Technical Requirements

Use the following technical checklist in preparing a preliminary plat:

Applicant	Preliminary Plat Exhibit Technical Requirements <i>**Do not leave any items unchecked**</i>	
<input type="checkbox"/>	1)	Location / vicinity map with north arrow and scale and showing all adjacent arterial or collector roadways and City and County limits where applicable
<input type="checkbox"/>	2)	Site boundaries with bearings and distances
<input type="checkbox"/>	3)	Title block placed in the lower right corner, containing proposed subdivision name, complete legal description including survey name and abstract number, acreage, city, county, and preparation date
<input type="checkbox"/>	4)	Names and addresses of the property owner/s, engineer and/or surveyor.
<input type="checkbox"/>	5)	Graphic and written scale, appropriate for level of detail (typical 1" = 100')
<input type="checkbox"/>	6)	North arrow
<input type="checkbox"/>	7)	Legend containing all symbols and abbreviations used
<input type="checkbox"/>	8)	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
<input type="checkbox"/>	9)	Identify all boundary survey monumentation on the plat. Tie proposed tract to the parent tract monumentation with bearings and distances
<input type="checkbox"/>	10)	Existing and proposed topography in 5' contours
<input type="checkbox"/>	11)	Show building setbacks
<input type="checkbox"/>	12)	Show all existing and proposed rights-of-way and easements, including recording information for existing easements.
<input type="checkbox"/>	13)	Dimensions and centerline distances for all existing and proposed rights-of-ways and proposed street names
<input type="checkbox"/>	14)	Land use, zoning, subdivision name, and recording information for all adjacent properties
<input type="checkbox"/>	15)	Lot and block numbers for all proposed lots (numbers only)
<input type="checkbox"/>	16)	List total number of buildable lots
<input type="checkbox"/>	17)	Provide existing zoning
<input type="checkbox"/>	18)	Location of significant manmade features, including railroads, buildings, utilities, or physical features
<input type="checkbox"/>	19)	Location of existing and proposed FEMA 100-year floodplain and floodway limits
<input type="checkbox"/>	20)	If the plat is planned to be developed in phases, designation and boundaries of each phase of development and the proposed order of development
<input type="checkbox"/>	21)	Existing improvements to the property (buildings/structures, paving, parking lots, etc.)
<input type="checkbox"/>	22)	Boundary lines and acreage of the land to be dedicated to the City for public parkland
<input type="checkbox"/>	23)	Provide the location and sizes of proposed water, wastewater and storm drainage facilities to serve the development, including the sewer flow arrows.
<input type="checkbox"/>	24)	Any additional information as required to clarify the proposal
Standard Notes to be included on the Preliminary Plat		
<input type="checkbox"/>	25)	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.
<input type="checkbox"/>	26)	Notice: Selling a portion of this addition by metes and bounds is a violation of City ordinances and State law and is subject to fines and withholding of utilities and permits
<input type="checkbox"/>	27)	According to Flood Insurance Rate Map, Panel _____, dated _____, the property is located in Zone(s) _____ and is/ is not within the 100-year floodplain.
<input type="checkbox"/>	28)	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.
<input type="checkbox"/>		All open space, common areas, greenbelts, drainage easements or other areas identified as private shall be the responsibility of the owner or owner's successors and/or assigns provided such successor or assign is approved by the City
<input type="checkbox"/>	30)	All utility provider notes (as applicable)
<input type="checkbox"/>	31)	Any applicable notes required by TxDOT if the property is adjacent to a TxDOT right-of-way.
<input type="checkbox"/>	32)	State any and all waivers requested for the plat
Acknowledgements and Certificates		
<input type="checkbox"/>	33)	Owner's Acknowledgement
<input type="checkbox"/>	34)	Certificate of Platting Surveyor

