



Plat Waiver – Application 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)
- 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 (Plat Waiver = \$500)
- A letter addressed to the Planning and Zoning Commission, signed by the property owner, requesting the desired plat waiver from Chapter 21 of the City's Code of Ordinances and prepared in accordance with the criteria below
- Exhibits supporting the plat waiver request (if applicable)
- 14 copies of the proposed plat exhibit on 11" by 17" paper
- Digital copy in .pdf format of entire application submission (application, checklist, exhibits, etc.) on USB drive
- Any additional information deemed necessary for processing and evaluating this request

Request Letter Criteria

The letter describing the request shall include the specific section from the code of ordinances that the waiver is being sought and include a justification for the waiver addressing all of the following:

1. That the granting of the waiver will not be detrimental to the public health, safety, or welfare, or injurious to other property in the area; and
2. That the granting of the waiver is in harmony with the general purpose and intent of this ordinance so that the public health, safety, and welfare may be secured and justice done; and
3. That the granting of the waiver is necessary for the preservation and enjoyment of a substantial property right; and
4. That there are special circumstances or conditions affecting the land involved or other constraints such that the strict application of the provisions of this ordinance would deprive the Applicant of the reasonable use of the land; and
5. That the waiver request represents the minimum degree of variation of requirements necessary to meet the needs of the applicant; and
6. That the granting of the waiver will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of this ordinance.

Additional information regarding plat waivers may be found in the City's Code of Ordinances Sec. 21-39 *Plat waivers*.

Submittal Information

- INCOMPLETE APPLICATIONS AND SUBMITTALS WILL BE REJECTED; an application may be deemed incomplete after initial staff review.

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

Appearance at Meetings

It is strongly advised that the applicant or applicant's authorized agent be represented at the Planning and Zoning Commission meeting where this request will be heard.

Preparer's Certification

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

Preparer's Signature: _____ Date: _____

Printed Name: _____

Company Name: _____