



Minor Plat and Amending 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 (Minor Plat or Amending Plat = \$850)
- Letter of Intent (see letter of intent requirements below)
- 5 copies of Minor Plat or Amending Plat exhibit – prepared in accordance with this checklist
- Traffic Impact Analysis Determination Form
- Traffic Impact Analysis (if required by TIA Determination Form)
- 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.

Minor Plat and Amending Plat Technical Requirements

Use the following technical checklist in preparing a minor plat or amending plat:

Applicant	Minor Plat and Amending Plat Exhibit Technical Requirements <i>**Do not leave any items unchecked**</i>	
	1)	Location / vicinity map with north arrow and scale and showing all adjacent arterial or collector roadways and City and County limits where applicable
	2)	Site boundaries with bearings and distances
	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
	4)	Graphic and written scale, appropriate for level of detail (typical 1" = 100')
	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)	Identify all boundary survey monumentation on the plat. Tie proposed tract to the parent tract monumentation with bearings and distances
	9)	Recording information for any existing easements (water, sanitary sewer, storm drainage, electric, telephone, gas, cable television, fire lanes, etc.) and rights-of-way and all bearing and distance information on proposed easements including easements filed by separate instrument
	10)	Show all existing and proposed rights-of-way and easements, including recording information for existing easements.
	11)	Areas to be dedicated for right-of-way including dimensions, area, providing bearings and distances of centerline
	12)	Subdivision name and recording information for all adjacent properties
	13)	Lot and block numbers for all proposed lots (numbers only)
	14)	List total number of buildable lots
	15)	Location of existing and proposed FEMA 100-year floodplain and floodway limits
	16)	Boundary lines and acreage of the land to be dedicated to the City for public parkland
	17)	Amending Plat Only - Graphic depiction of the area being amended and statement for the purpose of the amending plat
	18)	Any additional information as required to clarify the proposal
Standard Notes to be included on the Plat		
	19)	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
	20)	According to Flood Insurance Rate Map, Panel _____, dated _____, the property is located in Zone(s) _____ and is/ is not within the 100-year floodplain.
	21)	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.
	22)	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
	23)	All utility provider notes (as applicable)
	24)	Any applicable notes required by TxDOT if the property is adjacent to a TxDOT right-of-way.
	25)	State any and all waivers granted for the plat
Acknowledgements and Certificates		
	26)	Owner's Acknowledgement
	27)	Certificate of Platting Surveyor
	28)	Certificate of Platting Engineer
	29)	Utility provider certification (where applicable)
	30)	Certification by City Engineer: I, the undersigned, City Engineer of the City of Live Oak, Texas hereby certify that this subdivision plat conforms to all requirements of the subdivision regulation and the City as to which this approval is required. <div style="text-align: right;">(seal)</div> _____ City Engineer

31)	<p>Minor Plat Certification by City Manager:</p> <p>This plat of _____ (Subdivision name) _____ has been submitted to and considered by the City Manager of the City of Live Oak, and hereby approved.</p> <p>By _____ Date _____</p> <p style="text-align: center;">City Manager</p>
32)	<p>Amending Certification by City Manager:</p> <p>This amending plat of _____ (Subdivision name) _____ has been submitted to and considered by the City Manager of the City of Live Oak, and hereby approved.</p> <p>By _____ Date _____</p> <p style="text-align: center;">City Manager</p>

Preparer's Signature: _____ Date: _____

Printed Name: _____

Company Name: _____