



## Zoning Change (Rezone) Planned Unit Development District (PUD) Checklist

*Incomplete submissions will NOT be accepted*

For Office Use  
Case No.  
\_\_\_\_\_

### Application Completeness Requirements:

- Development Application signed by property 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.
- Certified Copy of a Tax Certificate showing no taxes owed (if taxes are owed submit Tax Receipts with the Certificate showing a zero balance owed)
- Application fees in the form of a check made payable to City of Live Oak (Zone Change PUD = \$2,000)
- Letter of Intent (see letter of intent requirements below)
- 5 copies of Development Standards Document – prepared in accordance with this checklist
- 5 copies of Conceptual Plan – prepared in accordance with this checklist
- 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 PUD 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](mailto:planning@liveoaktx.net)

### Letter of Intent Requirements

*The letter of intent is a narrative to describe the PUD 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 PUD request.
- The letter of intent must provide the signature and contact information of the owner or applicant.

**Development Standards Requirements**

Applicant	<b>Development Standards Technical Requirements</b> <i><b>**Do not leave any items unchecked**</b></i>	
<input type="checkbox"/>	1)	Purpose statement for the Planned Unit Development
<input type="checkbox"/>	2)	Base zoning district(s)
<input type="checkbox"/>	3)	A specific list of deviations in each district or districts
<input type="checkbox"/>	4)	Additional proposed standards which are above and beyond the current zoning standards
<input type="checkbox"/>	5)	A statement that the PUD shall conform to all other sections of the zoning ordinance not specifically exempted or amended in the design standards.
<input type="checkbox"/>	6)	The development standards shall be organized and presented in a manner similar to the zoning ordinance and should generally follow the outline below: <ol style="list-style-type: none"> <li>1. Title Page</li> <li>2. Table of contents (required if development standards are more than 5 pages)</li> <li>3. Purpose statement</li> <li>4. PUD conformance statement</li> <li>5. Base zoning districts</li> <li>6. List any deviations from the code or any additional standards</li> </ol>
<input type="checkbox"/>	7)	Any additional information as required to clarify the proposal

**Conceptual Plan Requirements - Residential**

The conceptual plan shall show the applicant's intent for the use of the land within the proposed PUD in a graphic manner and shall be supported by the proposed development standards.

A conceptual plan for residential land use shall show at a minimum general use, thoroughfares, and preliminary lot arrangements. For residential development which does not propose platted lots, the conceptual plan shall set forth the size, type, and location of buildings and building sites, access, density, building height, fire lanes, screening, parking areas, landscaped areas, and other pertinent development data. Due to the unique nature of planned unit developments not all technical items may be applicable and additional technical items not listed may be required by the City Manager or his/her designee.

Use the following technical checklist in preparing a conceptual plan for residential land uses:

Applicant	<b>Residential Conceptual Plan Technical Requirements</b> <i><b>**Do not leave any items unchecked**</b></i>	
<input type="checkbox"/>	1)	Location / vicinity map with north arrow and scale and showing all City and County limits where applicable
<input type="checkbox"/>	2)	Site boundaries with bearings and distances
<input type="checkbox"/>	3)	Title block containing proposed subdivision name, property address or description of general location, acreage, city, county, and preparation date
<input type="checkbox"/>	4)	Graphic and written scale, appropriate for level of detail
<input type="checkbox"/>	5)	North arrow
<input type="checkbox"/>	6)	Legend containing all symbols and abbreviations used
<input type="checkbox"/>	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
<input type="checkbox"/>	8)	Distances to nearest cross street intersection (not needed if property is located adjacent to an intersection)
<input type="checkbox"/>	9)	Topography in 5' contours
<input type="checkbox"/>	10)	Show all existing and proposed rights-of-way and easements, including recording information for existing easements and any proposed street names
<input type="checkbox"/>	11)	Lot and block numbers for all proposed lots (numbers only)
<input type="checkbox"/>	12)	List total number of buildable lots

<input type="checkbox"/>	13)	Location of significant manmade features, including railroads, buildings, utilities, or physical features
<input type="checkbox"/>	14)	Location of existing and proposed FEMA 100-year floodplain and floodway limits
<input type="checkbox"/>	15)	Designation and boundaries of each phase of development and the proposed order of development
<input type="checkbox"/>	16)	Provide a table indicating the phasing, land uses, zoning, and anticipated dwelling units for each phase
<input type="checkbox"/>	17)	Boundary lines and acreage of the land to be dedicated to the City for public parkland
<input type="checkbox"/>	18)	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"/>	19)	Any additional information as required to clarify the proposal
<b>Standard Notes to be included on the Conceptual Plan</b>		
<input type="checkbox"/>	20)	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"/>	21)	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"/>	22)	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"/>	23)	Any applicable notes required by TxDOT if the property is adjacent to a TxDOT right-of-way.

**Conceptual Plan Requirements – Non-Residential**

A conceptual plan for non-residential land uses shall set forth the land use proposals in a manner that adequately illustrates the type and nature of the proposed development. Data which may be submitted by the applicant, or required by the City Manager or his/her designee, may include, but is not limited to, the types of use(s), topography, and boundary of the planned unit development area, physical features of the site, existing streets, alleys, and easements, location of future public facilities, building heights and locations, parking ratios, and other information to adequately describe the proposed development. Due to the unique nature of planned unit developments not all technical items may be applicable and additional technical items not listed may be required by the City Manager or his/her designee.

Use the following technical checklist in preparing a conceptual plan for non-residential land uses:

Applicant	<b>Non-Residential Conceptual Plan Technical Requirements</b> <i>**Do not leave any items unchecked**</i>	
<input type="checkbox"/>	1)	Location / vicinity map with north arrow and scale and showing all City and County limits where applicable
<input type="checkbox"/>	2)	Site boundaries with bearings and distances
<input type="checkbox"/>	3)	Title block containing proposed subdivision name, property address or description of general location, acreage, city, county, and preparation date
<input type="checkbox"/>	4)	Graphic and written scale, appropriate for level of detail
<input type="checkbox"/>	5)	North arrow
<input type="checkbox"/>	6)	Legend containing all symbols and abbreviations used
<input type="checkbox"/>	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
<input type="checkbox"/>	8)	Distances to nearest cross street intersection (not needed if property is located adjacent to an intersection)
<input type="checkbox"/>	9)	Show all existing and proposed rights-of-way and easements, including recording information for existing easements and any proposed street names
<input type="checkbox"/>	10)	Lot and block numbers for all proposed lots (numbers only)
<input type="checkbox"/>	11)	List total number of buildable lots
<input type="checkbox"/>	12)	Location of significant manmade features, including railroads, utilities, or physical features
<input type="checkbox"/>	13)	Existing and proposed improvements to the property (buildings/structures, paving, parking lots, landscaped areas, etc.)
<input type="checkbox"/>	14)	Show building setbacks
<input type="checkbox"/>	15)	Location of existing and proposed FEMA 100-year floodplain and floodway limits
<input type="checkbox"/>	16)	Designation and boundaries of each phase of development and the proposed order of development
<input type="checkbox"/>	17)	Provide a table indicating the phasing, land uses, zoning, and development dates for each phase

<input type="checkbox"/>	18)	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"/>	19)	Any additional information as required to clarify the proposal
<b>Standard Notes to be included on the Conceptual Plan</b>		
<input type="checkbox"/>	20)	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"/>	21)	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"/>	22)	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"/>	23)	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: \_\_\_\_\_