



Planning and Development Review Department RESIDENTIAL REVIEW CHECKLIST

To ensure a smooth review process, please perform a pre-completeness check, prior to meeting with a Residential Review Planner. This list is by no means exhaustive. If necessary, your Planner may ask for additional information. The review process expects that applicants will submit to the City, an application and all related plans that resemble what will be constructed.

Pre-completeness check at intake

- ◆ Is the Residential application filled out completely?
- ◆ Have all expired permits (even from previous owners) been resolved?
- ◆ Are all required documents included:
 - ESPA form stamped by Austin Energy (obtained in DAC on 1st floor)
 - 3 Plot plans/surveys/or siteplans (8.5 x 11 or 8.5 x 14) *to scale* with the following identified on the plan:
 - Trees greater than 19' in diameter, including those on adjacent properties
 - Scaled property lines
 - All easements identified by type, size, and location
 - Setbacks identified, if aware of zoning or plat requirements
 - All pavement or flatwork (patios, drives, sidewalks, walkways, etc)
 - Location of existing structures, including sheds regardless of size
 - Roof overhang lines (dashed)
 - Parking spaces and dimensions
 - 2 full size sets of Floor plans to scale and 1 reduced set on 8 ½ x 11 or 8 ½ x 14 to scale
 - 2 full size sets of Elevation plans to scale with height of the structure(s) and measurement points identified and 1 reduced set on 8 ½ x 11 or 8 ½ x 14 to scale
 - BOA or RDCC ruling (if applicable)
 - Approved septic permit (if applicable)

Additional attachments required if in McMansion area

- ◆ For setback averaging requests, the following should be provided:
 - Contextual site plan showing properties used for averaging, includes:
 - Location of existing buildings, including address and legal description
 - Location of existing front yard setbacks
- ◆ New construction/remodel/additions (1 story homes) – seals not required
 - 2 full sized sets of floor plans to scale
 - 2 full sized sets of elevations for all facades to scale
 - 1 set of EACH reduced to scale (8.5 x 11 or 8.5 x 14)
- ◆ New construction/additions (multi-story construction)
 - 2 copies of topographic survey sealed, if lot slopes
 - 2 full size and one reduced (8.5 x 11 or 8.5 x 14) set of sealed floor plans to scale
 - 2 full sized and one reduced (8.5 x 11 or 8.5 x 14) set of sealed building elevations for all facades of the building to scale

Note: Seals and signatures must be from state licensed architect or engineer, professional land surveyor registered in Texas, and/or Building Designer certified by Texas/American Institute for Building Designers

"To scale" means that staff must be able to verify the scale with an architect's or engineer's ruler/scale

"Full size" means 11 x 17 or larger plans that will be used by inspectors in the field