



Residential Zoning Review Checklist

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This document is intended for internal use by reviewers; however, it is being provided as a reference tool for our customers. The following are some of the basic or frequently overlooked zoning requirements. This list is not intended to be exhaustive of all possible requirements. For more specific details related to zoning requirements please refer to the City of Austin Land Development Code. Neither this checklist nor the adopted building codes may be construed to allow deed restriction violation.

GENERAL

- Is the most current application being utilized?
- Have they submitted the correct application for the scope of work?
- Is the BSPA form required? If so, has the AE BSPA review been triggered?
- Is the applicant submitting a new dwelling or is the tap size on an existing building being changed? If so, has a stamped WWSPV and plot plan been provided?
- Does the WWSPV form mention TAP Plan/UDS TAP review?
- Has a Demolition permit been submitted if more than 50% of the exterior building has been removed? Is application complete? Certified tax certificate? Historic?
- Have the owner and applicant signed the application? If owner's signature is not on the application is there an Owner's Letter of Authorization?
- Have correct plans been submitted?
- If the home is not a new structure, are there any expired permits?
- If there are any active code violations, does the submitted scope of work resolve these issues?

APPLICATION

PROPERTY INFORMATION:

- Is the correct address listed on plans and does this address match the address noted in GIS?
- Need to change address in AMANDA? (i.e. Bldg. 2, Bldg. 3, etc.)
- Is the correct legal description provided on the application? If so, confirm that it is a complete and platted lot. If not, it may require a Land Status Determination.
- Zoning?
- Does the lot area provided coordinate with survey?
- Neighborhood Plan?
- Have correct required reviews been triggered? Septic, Erosion, Flood, Tree, TAPs, Fire, Historic, etc.
- >3,600sf, >150' from street, or in WUI = Fire review
- Auxiliary water?

- Does this lot have a Green Building requirement? If so, is approved documentation provided?
- Does this property have access from a paved street? If not, is there an approved Joint Use Access Easement?
- Protected tree? Does Google Street View show trees?
- BoA Variance?
- Cut/fill > 4'? Retaining walls?
- Check subdivision plat notes.
- Ensure conditions are added noting which dwelling unit's meter the accessory structure is tied to, if applicable.

DESCRIPTION OF WORK:

- Are existing and proposed uses shown correctly?
- Do the number of bedrooms and baths on the application coordinate with the number shown on plans?
- Is project description clear and coordinate with plans?
- Are required trade permits selected?

SITE DEVELOPMENT INFORMATION:

- All existing square footage to remain on lot after construction should be shown.
- All new square footage should be shown. NO NEGATIVE NUMBERS.
- Existing and new square footage should add up to equal total square footage.
- Is square footage for each structure provided separately?
- Is total square footage for each building provided?
- Is remodeled square footage provided?
- If structure is legal noncompliant or nonconforming confirm that the correct items are selected in info tab. Provide note on commentary explaining this requirement to applicant.
- Does height on the application coordinate with plans? Does it meet restrictions?

TRANSPORTATION:

- Is all necessary parking provided? LDC 25-6 Appendix A/Ordinance No. 20231102-028

- Sidewalks required? LDC 25-6-352
- Does new driveway meet dimension requirements?
- Does approach cross property lines?
- If more than one driveway is proposed, was a waiver obtained?
- Is driveway within 10 feet of an inlet? If so, trigger grading and drainage review.
- Is parking accessed through an alley? If so, has approval been received from Samuel West?
- Is the driveway serving more than 3 residences? If so, was driveway location reviewed during subdivision?
- Are roadways maintained by the City of Austin? If not, no DS permit is required.
- If ribbon strips are proposed, do they meet memo requirements?
- Proposed walkway in ROW requires waiver.

LAND USE

- Does this lot meet minimum lot size requirements? If not, does it meet the requirements of a substandard lot (LDC 25-2-943) or does the neighborhood plan have small lot amnesty?
- Are correct setbacks being shown on plans? LDC 25-2-492/LDC 25-2-773
- Are all structures shown within setbacks?
- If not, are they permitted per LDC 25-2-513?
- If not, are they legal non-complying? LDC 25-2-961-962
- If legal non-complying, does it comply with LDC 25-2 Article 8 requirements?
- Are easements correctly shown and are all structures out of the easements?
- Is use shown permitted for zoning? LDC 25-2-491
- Does building coverage meet the requirements permitted? Does building coverage on plans coordinate with figure provided on application? LDC 25-2-492
- Does impervious coverage meet requirements permitted? Does impervious coverage on plans coordinate with building coverage on application and past permit history? Is building coverage included in impervious coverage? LDC 25-2-492
- If there is more than one sink outside of a full bathroom, does the dwelling unit comply with the requirements of the Dwelling Unit Code Interpretation dated October 1st, 2021?

LAKE AUSTIN ZONING:

- Review requirements of LDC 25-2-551.
- Is a slope map submitted?
- When was the subdivision platted? Has the correct slope calculation been provided?
- Is property within LA Overlay? Does it meet the requirements? If so, LA Zoning regulations apply. LDC 25-2-180

AIRPORT OVERLAY: LDC-25-13-41-44

- Is the property within an airport overlay other than area 4? If so contact the Airport Engineer for specific restrictions.

WATERFRONT OVERLAY: LDC-25-2-551

- Is the property within a waterfront overlay? If so, which one?
- Is the lot in the primary or secondary setback? LDC 25-2-721
- Does this waterfront overlay have restrictions that apply for residential use? LDC 25-2-692

SITE PLAN REVIEW:

- Confirm that site plan has been approved, is not expired, and correct site plan has been submitted for review.
- Confirm structure fits into the footprint shown on site plan.
- Confirm that finish floor elevation (FFE) shown on plans is equal to or above the elevation shown on the approved site plan.

PUD/MUD:

- Is the lot in a PUD or a MUD? Indicate “yes” in info tab.
- Review PUD restrictions.

USE

- Do the plans meet the restrictions of the proposed use?
- Single family residential in multifamily (MF). LDC 25-2-771
- Single family uses in MU zoning. LDC 25-1 Sub E Article 4.2

SINGLE FAMILY ATTACHED:

- Review requirements of LDC 25-2-772
- Each structure has its own building permit.
- Driveway sidewalk permit for each lot

DUPLEX RESIDENTIAL:

- This subsection only applies to development needing to adhere to pre-HOME requirements.
- Review requirements of LDC 25-2-773.
- New duplex gets one building permit. Addition/remodel to existing duplex will get separate building permits.
- Have common floor and ceiling or common wall requirements been met? Common roof?
- Does a room, or rooms, of the duplex qualify as a “bedroom” per BOA Interpretation C15-2012-0044?

- Is the structure greater than 4,000 sf of gross floor area? Or does it have more than 6 bedrooms?
 - If so, and it is in SF-3 zoning, is it on a lot area greater than 10,000 sf? LDC 25-2-555
 - If so, and it is not in Subchapter F overlay, it should not exceed an FAR of 0.57 to 1. LDC 25-2-555
 - If so, do they have 4 spaces or 1 space for each bedroom, whichever is greater? LDC 25-6 Appendix A.
 - If so, landscaping plan site plan exemption required.

TWO-FAMILY RESIDENTIAL:

- This subsection only applies to development needing to adhere to pre-HOME requirements.
- Review requirements of LDC 25-2-774.
- Is secondary dwelling 10 feet to the rear or side, or is it above a garage apartment? 25-2-774 (C)
- Maximum square footage of secondary dwelling is 1100 or 15% of lot size, whichever is smaller. LDC 25-2-774 (C)(5)(a)
- Maximum square footage for second floor is 550 sf. LDC 25-2-774(C)(5)(b)
- Is lot within ¼ mile of an activity corridor? LDC 25-6 Appendix A
- May not exceed a height of 30 feet and limited to two stories. LDC 25-2-774 (C)(4)

TWO-UNIT/DUPLEX/THREE-UNIT RESIDENTIAL:

- Is the proposed development a two-unit, duplex or three-unit use? If so, and submitted on or after February 5th, 2024, HOME regulations apply. ORDINANCE NO. 20231207-001
- Alternatively, was a Fair Notice Application submitted by February 4th, 2024? If so, pre-HOME regulations apply. Refer to Two-Family Residential and Duplex Residential subsections.
- Is use shown permitted for zoning? LDC 25-2-491 If yes, review requirements of LDC 25-2-773.
- Does this lot meet minimum lot size requirements for the proposed use? LDC 25-2-773 (B)(1)
- Have addresses been issued for all proposed dwellings?
- Have Impervious Cover and Parking Placement restrictions been met? LDC 25-2-773 (C)(2)
- Have Garage Placement restrictions been met? LDC 25-2-773 (C)(3) **OR** refer to LDC 25-2-1604 if located within an NP with Garage Placement, whichever is more restrictive.
- Is the proposed development within Subchapter F boundaries? LDC 25-2 Sub F 1.1.1 If yes:
 - Are all enclosed areas on the lot greater than 6 feet included towards gross floor area/FAR calculations? This includes storage, sheds, voids, columns, etc.?

- Have Floor-to-area ratio requirements for a duplex or two-unit residential use been met? LDC 25-2-773 (E)(3)
- Have Floor-to-area ratio requirements for a three-unit residential use been met? LDC 25-2-773 (E)(4)
- Does the development propose preserving an existing dwelling unit? If yes, have requirements of LDC 25-2-773 (F) been met?
- Is the structure a duplex? If so, is it greater than 4,000 sf of gross floor area? Or does it have more than 6 bedrooms?
- If yes, landscaping plan site plan exemption required.

NEIGHBORHOOD PLAN

- Is there a neighborhood plan or NCCD? For neighborhood plans, what are the adopted infill tools?
- Are restrictions of these tools being met? LDC 25-2-1601-1604
- For NCCDs, review all applicable NCCD ordinances.

SUBCHAPTER F

- Is this structure within Subchapter F boundaries? LDC 25-2 Sub F 1.2.1. If yes, is the proposed use single-family?
- Is it two stories or over 20 feet high? If so, have the plans been stamped by a Texas Registered Architect or a Certified Building Designer?

BUILDING HEIGHT: LDC 25-2 Sub F 3.4

- Are the highest and lowest adjacent grade shown on the plot plan? Each structure needs to have highest and lowest adjacent grades shown.
- Is building height shown from average adjacent grade to the highest roof? Each structure's height is measured from that structure's average adjacent grade.
- Is height for correct roof type shown? Sub F 3.4.1

SETBACKS:

- Is setback averaging being used? If so, has correct documentation been provided by a Texas Registered Surveyor? (LDC 25-2 Sub F 2.3 & BCM 4.4.6.3)
- Has the building line been shown from the correct location? (LDC 25-2 Sub F 3.2)
- Have 40' tent segments been shown on plans with the highest grade designated? (LDC 25-2 Sub F 2.6.A)
- Do tent heights on elevations coordinate with those shown on plot plan?
- Does structure project through tent? If so, does the projection meet restrictions of LDC 25-2 Sub F 2.6.E? Front facing gables cannot penetrate tent.
- Roof/eave & parapet wall penetration allowance is 2'.

Confirm that square footage below any dormer projecting through tent is not counted in attic exemption calculations.

SIDE WALL ARTICULATION:

Is side wall articulation required per LDC Sub F 2.7.2?

If so does provided side wall articulation meet the restrictions of LDC Sub F 2.7.1.?

GROSS FLOOR AREA:

Do square footages on page 3 of the application coordinate with square footages in site development information table on page 2?

Are all enclosed areas on the lot greater than 5 feet included in calculations? This includes storage, sheds, voids, columns, etc.?

Does the proposed project meet gross floor area (FAR) allowances? Sub F 2.1.

Have all areas greater than 15 feet in building height been included twice in calculations?

Is the project taking parking exemptions? If so, do they meet the restrictions of LDC 25-2 Sub F 3.3.2?

Does the project have ground floor porches greater than 200 sf? If so, do they meet the restrictions of 3.3.3.A?

Is the project taking an exemption for a habitable portion of a basement below grade? If so, does it meet the restrictions of LDC 3.3.3.B?

Is the project taking an exemption for a habitable portion of an attic? If so, does it meet the restrictions of LDC 3.3.3.C?

The roof cannot be flat or mansard and have a slope of 3:12 or greater. This includes dormer slopes.

Is the attic area fully contained within the roof structure with no pony walls? Are dormers fully wrapped by eaves?

Is it clear that 50% or more of the attic area has ceiling height of 5 feet-7 feet?

Is the finished floor elevation provided?

Are necessary attic exemption exhibits provided?
BCM 4.4.5.2