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RESIDENTIAL DESIGN AND COMPATIBILITY COMMISSION COMPLETENESS CHECKLIST

NOTE: PAYMENT OF APPLICATION FEE DOES NOT GUARANTEE AGENDA DATE. YOU WILL BE NOTIFIED OF YOUR AGENDA DATE ONCE YOUR MODIFICATION APPLICATION AS BEEN REVIEWED AND DETERMINED TO BE COMPLETE. A MODIFICATION APPLICATION WILL EXPIRE ON THE SAME DATE THE RESIDENTIAL APPLICATION EXPIRES. A RESIDENTIAL APPLICATION IS VALID FOR 180 DAYS UNLESS AN EXTENSION IS GRANTED.

_____ Completed Waiver Application

____ Completed and Reviewed Residential Application (Including all Checklist Items)

____ Supporting Documentation: Neighborhood support letters (if any)

____ Photos of subject property and surrounding properties

____ Provide a display of photos of the four closest houses with a drawing of the proposed project shown in context and scale. If there are less than four structures on the same side of the block or across the street, the lesser number of structures is photographed.

____ If site requires any board hearings (BOA, HLC, etc.)? Case number _____
____ Hearing Date

____ Submit BOA Decision Sheet (if applicable)

____ Historic (H) or Historic District (HD) ____ Certificate of Appropriateness ____ National Register Historical District (NRHD) Must submit HLC decision and comments.

____ Copy of Travis County Appraisal District (TCAD's) Appraisal Roll indicating: Square footage of subject property (available at www.traviscad.org)

____ A chart listing TCAD square footage and address of adjacent residences

____ The four structures that are closest to the subject property on the same side of the block and across the street shall be calculated. If there are less than four structures on the same side of the block and across the street, the lesser number of structures is calculated.

____ If requesting an increase in floor-to-area ratio (FAR), a map of residences within a 300 foot radius and a chart listing FAR for each residence

____ Aerial view of subject property and properties within a 300 foot radius

____ Elevation showing the height of the proposed structure as measured by the City of Austin

____ Application must be signed and dated by owner or agent

____ A plot plan must be submitted drawn to scale showing present and proposed construction along with existing structures on all adjacent lots

____ **1 (one) full set of plans legible and to scale (CD or Electronic copy preferred)**

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____ Tax plats (original size 1"=100') must be submitted showing subject property and property within a 500 foot radius. (Available at Travis Central Appraisal District, 8314 Cross Park Drive, 834-9138).

____ Check/Cash for notification/sign fee:

____ Please consider contacting your Neighborhood Association(s) and Neighborhood Contact Team about your request

Failure to include any of the above mentioned items could result in the postponement or denial of your request.

Please be advised that the Commission takes only **10** new cases per month. Please be advised that a request for reconsideration must be filed within 7 days from the Commission meeting.

If you need assistance completing this application (general inquires only) please contact 974-2522; 505 Barton Springs Road, 2nd Floor (One Texas Center).

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CASE # _____
PLAN REVIEW # _____

APPLICATION TO THE RESIDENTIAL DESIGN AND COMPATIBILITY COMMISSION (RDCC)

GENERAL MODIFICATION WAIVER

APPLICANT:_____

AUTHORIZED AGENT (if applicable):_____

STREET ADDRESS:_____

LEGAL DESCRIPTION: Subdivision – _____

Lot(s)_____Block_____Outlot_____Division_____

ZONING DISTRICT AND NEIGHBORHOOD PLAN:_____

LAND STATUS DETERMINATION CASE NUMBER (if applicable) _____

REQUEST: up to 25% increase in one or more of the following:

- _____ Maximum Floor to area ratio .4 or gross floor area >2300 sq ft.
- _____ Maximum Linear feet of Gables protruding from setback plane
- _____ Maximum Linear feet of Dormers protruding from the setback plane

Waive or modify the side wall articulation requirement of Section 2.7.

- _____ Side Wall Length Articulation

Please briefly and thoroughly

_____

_____

_____

_____

Note: Certificate of Appropriateness: H (Historic) or HD (Historic Designation) – case goes to RDCC first. National Register Historical District (NRHD) Overlay: without H or HD - case goes to Historic Landmark Commission first.

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APPLICATION TO THE RESIDENTIAL DESIGN AND COMPATIBILITY COMMISSION (RDCC)

GENERAL MODIFICATION WAIVER

DESIGN GUIDELINE CONSIDERATIONS:

1. Are there any recommendations from the neighborhood plan team for this development?

_____

_____

_____

2. Does the development:

   a. Comply with the neighborhood design guidelines, if any

   _____

   _____

   _____

   _____

   b. Provide consistency with the streetscape of the properties in the vicinity

   _____

   _____

   _____

   _____

   c. Provide consistency with the massing, scale and proximity of structures located on either side of or behind the development

   _____

   _____

   _____

   _____

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d. Impact the privacy of adjacent rear yards

_____

_____

_____

_____

e. Impact the topography or lot shape

_____

_____

_____

_____

3. For a development of an entire block, will the development have a negative impact on the adjacent property?

_____

_____

_____

_____

APPLICATION TO THE RESIDENTIAL DESIGN AND COMPATIBILITY COMMISSION

GENERAL MODIFICATION WAIVER

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APPLICANT CERTIFICATE – I affirm that my statements contained in the complete application are true and correct to the best of my knowledge and belief.

Mailing Address_____

City, State _____ Zip_____

Phone _____ Printed Name _____

Signature_____ Date _____

OWNER'S CERTIFICATE – I affirm that my statements contained in the complete application are true and correct to the best of my knowledge and belief.

Mailing Address_____

City, State _____ Zip_____

Phone _____ Printed Name _____

Signature_____ Date _____

GENERAL INFORMATION FOR SUBMITTAL OF A MODICATION REQUEST TO THE RESIDENTIAL DESIGN AND COMPATIBILITY COMMISSION

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(The following is intended to provide assistance in explaining the modification process. These suggestions are not intended to be a complete or exhaustive guide in assisting you through this process).

SUBMITTAL DEADLINE IS THE 2ND TUESDAY OF EACH MONTH

Confirm with RDCC liaison for any scheduled changes

SUBMITTAL REQUIREMENTS: (Failure to complete the application or to submit all the required materials will result in non-acceptance of the application).

1. A completed waiver application indicating all modifications being requested and a completed and reviewed residential application. An application must include all required information.
2. A tax plat map with subject property clearly marked indicating property within a ~~300~~500-foot radius. This is available from the Travis Central Appraisal District at 8314 Cross Park Drive (834-9138).
3. Check made payable to the City of Austin for the Residential Design and Compatibility Commission notification/sign fee.
4. Other Information – Although the following is not a requirement of submittal you may wish to include additional information that may assist the Commission in making an informed decision regarding your request, such as: visual aids to support the request, letters from the neighborhood association(s), etc. Any additional information you wish to submit must be in our office one week prior to the meeting. The Commission will receive a packet with all information that has been submitted on the Monday prior to the meeting.

Modifications approved by the Commission are limited to and conditioned upon the plans and specifications presented by the applicants, except as modified by the Commission.

Residential Design and Compatibility Commission Liaison contact information:
974-2522 office 974-6536 fax

Planning and Development Review Department
One Texas Center
505 Barton Springs Road, 2nd Floor

Mailing Address:
P. O. Box 1088
Austin, TX 78767-1088