

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)**

_____ 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).