



# 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

- Have they submitted the correct application for the scope of work?
- Do BSPA form and plot plan have stamp? Does information coordinate with that provided in plans and application?
- Is the applicant submitting a new dwelling or is the tap size on an existing building being changed? If so is a stamped WWSVP and plot plan been provided?
- Has a Demolition permit been submitted if any portion of the exterior building has been removed. Is application complete? Certified tax certificate?
- Have the owner and applicant signed the application. If owner's signature is not on 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 correct address listed on plans and does this address match the address noted in GIS?
- 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 surveys provided?
- Neighborhood Plan?
- Have correct required reviews been triggered?
- 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?
- BoA Variance?

### DESCRIPTION OF WORK:

- Are existing and proposed uses shown correctly?
- Do number of bedrooms and baths on application coordinate with the number shown on plans?
- Is project description clear and does it coordinate with plans?
- Are trade permits required selected?
- Is job value provided for each structure being permitted?
- Are Additions and/or Interior Remodel applications with greater than 50% of exterior walls demolished complying with the Demolition Notification requirements?

### 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 application coordinate with plans? Does it meet restrictions?

### TRANSPORTATION:

- Is all necessary parking provided? LDC 25-6 Appendix A
- Sidewalks required? LDC 25-6-352-352
- Does new driveway meet dimension requirements. Is driveway correct distance from corner, other driveways, and/or inlet locations? TCM 5.3
- 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.

**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
- Are all structures shown within setbacks?
- If not are they permitted per LDC 25-2-513?
- If not are they legal noncomplying LDC 25-2-961-962
- Are easements correctly shown and are all structures out of the easements?
- Are height restrictions being met? LDC 25-2-492
- Is use shown permitted for zoning?  
[https://www.austintexas.gov/sites/default/files/files/Planning/Zoning/permitted\\_use\\_chart.pdf](https://www.austintexas.gov/sites/default/files/files/Planning/Zoning/permitted_use_chart.pdf)
- Does building coverage meet the requirements permitted? Does building coverage on plans coordinate with that provided on application? LDC 25-2-492
- Does impervious coverage meet requirements permitted? Does impervious coverage on plans coordinate with building coverage on application? Is building coverage included in impervious coverage? LDC 25-2-492

**LAKE AUSTIN ZONING: LDC-25-2-551**

- Is a slope map submitted?
- When was the subdivision platted? Has the correct slope calculation been provided?

**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? If so what are they? LDC 25-2-692

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**CAPITAL VIEW CORRIDOR OVERLAY:**

- Is the lot within the Capital view corridor overlay
- Is the permit adding to the building mass? If so submit to land use for preliminary review.

**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 above the elevation shown on the approved site plan

**PUD/MUD:**

- Is the lot in a PUD or a MUD? Which one?

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- Restrictions?

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**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

**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:**

- Review requirements of LDC 25-2-773
- Have common floor and ceiling or common wall requirements been met?
- 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.

**TWO-FAMILY RESIDENTIAL:**

- Review requirements of LDC 25-2-774.
- Is secondary dwelling 10 ft 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 550 sf LDC 25-2-774(C)(5)(b)
- Is lot within ¼ mile of an activity corridor? LDC 25-6 Appendix A

**NEIGHBORHOOD PLAN**

Is there a neighborhood plan or NCCD? For neighborhood plans what are the adopted infill tools?

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Are restrictions of these tools being met? LDC 25-2 Sub D

**SUBCHAPTER F**

- Is this structure within Subchapter F boundaries? LDC 25-2 Sub F 1.2.1.
- Is it two stories or over 20' high?
- If so, have the plans been stamped by a 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?
- Is building height shown from average adjacent grade to the highest roof?
- Is height for correct roof type shown?

**SETBACKS:**

- Is setback averaging being used? If so has the correct documentation been provided? (LDC 25-2 Sub F 2.3.)
- 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 the restrictions of LDC 25-2 Sub F 2.6.E.

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 of the application?
  - Are all enclosed areas on the lot greater than 5 feet included in calculations? Including storage sheds?
  - Have all areas greater than 15 feet in building height been included twice in calculations?
  - Is the applicant taking any parking exemptions? If so do they meet the restrictions of LDC 25-2 Sub F 3.3.2?
  - Does the applicant have any ground floor porches greater than 200 sf? If so do they meet the restrictions of 3.3.3.A.
  - Is the applicant 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.
- Attic:
- Is the applicant taking an exemption for a habitable portion of an attic?
  - Is the attic area fully contained within the roof structure with no pony walls?
  - Are they clearly showing that of the area greater than 5 feet in height, at least 50% of that area is 7 feet or less in height?
  - Is the finished floor elevation provided?