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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](http://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, 2<sup>nd</sup> 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?

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2. Does the development:

- a. Comply with the neighborhood design guidelines, if any

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

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- 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

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e. Impact the topography or lot shape

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

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**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 2<sup>ND</sup> 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 300500-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, 2<sup>nd</sup> Floor**

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