



City of Austin Residential Permit Application Master Comment Report

Original Submittal Date: February 21, 2014
Application Expiration: August 20, 2014
Comment-report Sent Date: March 20, 2014
Comment-report #: 1
Property: 815 KEASBEY ST
Case #: 2014-017113 PR
Case Manager: Paul Yadro
Manager Contact: Paul.Yadro@austintexas.gov

This report includes all staff comments received to date concerning your most recent residential permit application submittal. The comments may include requirements, recommendations, or information.

The application will be approved when all comments from each review discipline have been addressed. However, until this happens, your application is considered disapproved. Additional comments may be generated as a result of information or design changes provided in your update.

If you have any questions, problems, concerns, or if you require additional information about this report, please do not hesitate to contact your case manager or the appropriate reviewer(s).

Requirements:

- Write a separate letter or use this report to explain how each comment is being addressed and to note any questions you may have addressed with the reviewer.
- Submit updated drawings in 3 separated, assembled and stapled sets – correctly sized, and to-scale according to original intake requirements.
- Label any additional reviewer-specific paperwork accordingly.
- If information on the application is required or needs to be revised, you must provide these new sheets.
- If revisions of the site plan are required, the small format set must be re-stamped by Austin Energy and Austin Water Utility – as necessary.

Update Fees and Submittal:

You are advised to submit all requested information to clear these comments one (1) time. If there are comments remaining to be addressed on this comment report, it will be REJECTED and you will incur a review update fee (\$342.00 plus 4% development surcharge) on all subsequent update submittals. Invoices will use the billing information obtained during Intake. The fee must be paid at the Cashier on the first (1st) floor of the One Texas Center (OTC) before the update will be accepted. Your update must be formally submitted to the Residential Intake desk on the second (2nd) floor of the OTC during Intake hours (MWF 8a – 11p, W 1p – 3p).

Update Deadline (LDC 25-1) and extensions:

It is the responsibility of the applicant or his/her agent to update this application. The final update to clear all comments must be submitted by the application expiration date. Otherwise, the application will automatically expire. If this date falls on a weekend or City of Austin holiday, the next City of Austin workday will be the deadline.

Contact your case manager to request an extension. Note that an extension may be granted only one (1) time and must be requested prior to expiration.

Online Reference:

Your project information is available online:

<http://www.austintexas.gov/page/interactive-development-review-permitting-and-inspection>

Residential Zoning Review - Paul Yadro - 512-974-3553

I have reviewed the above noted application and have the following comments that must be addressed before a permit will be released:

1. Plot plan (survey) submitted is not drawn to scale and is not legible and was prepared in 1997. Submit 3 copies of a recent (prepared in 2013 or more recent) survey Sealed by a Texas-Registered Professional Land Surveyor on 11" x 17" size sheets with your next submittal that is legible, recently prepared, and drawn to scale.
2. Approval of a Land Status Determination (LSD) or a Subdivision for this property/parcel will be required. It is part of an existing legal lot and was created without a recorded subdivision. Contact/visit Michelle Casillas (512-974-7623) in the Development Assistance Center (DAC) for initial consultation and initiate the process. Note: Final Approval of this Plan Review will require approval of either a Land Status Determination or a Recorded Subdivision.
3. City of Austin permit history indicates that this structure was permitted on April 2, 1937 as a garage apartment and all previous building and trade permits that have finalized to date are for a single-family residence. As submitted per the floor plan – this structure is a Duplex and contains two independent dwelling units. In addition, the plans do not depict the existing garage on the first floor.
4. This is not an interior remodel/repair. As submitted, the proposed work will require two building permits: 1) For a change of use from Single-family residential to Duplex residential and 2) additional/remodel of the structure's to convert the existing garage area to a separate dwelling unit and also include any remodel work for the second floor dwelling unit and any exterior work proposed and cited within 2014-012946 CV (Active Code Violation).
5. A complete submittal for an addition/remodel and change of use to duplex will be required with the next update. This will include a completed 4 page PR application (application only a submitted a 2 page application), Austin Energy Approved and stamped BPSA, Approved and stamped AWU water service form, a completed and notarized partial demolition permit will be required (based on the Code Violations photos – exterior wall, windows, and doors have been demolished and replaced with an approved demolition permit), and 3 complete sets (2 full-size and one small size or 3 complete sets on 11"x17" size sheets) of both architectural and structural drawings.
6. FYI: Architectural drawings include plot plan, floor plans, and building elevations at a minimum. Structural Drawings include foundation, framing, and wind-bracing plans.
7. As submitted the floor plans do not depict the stairs used to access the 2nd floor and the floor plans do not depict what appears to be a rear porch, patio or deck at the rear of the structure.
8. Applying for a duplex use on this property will require multiple Board of Adjustment Variances in order to comply with LDC 25-2-773. The lot does not meet the 7,000sf minimum lot size and the lot is less than 50 feet wide in lot width. In addition, a proposal to convert this existing single-family residence will trigger compliance with all adopted neighborhood plan design tools adopted by the Hancock Subdistrict of the Central East Austin Neighborhood Plan.
9. The existing structure appears to be an existing noncomplying single-family residence and a change of use to duplex will also trigger Board of Adjustment Variances for any noncomplying setbacks, building coverage, and impervious cover.
10. Aside from restoring the existing single-family residence back to its original configuration as first floor garage/storage area with second floor dwelling unit/area, the only other option available to the applicant is to investigate the likelihood of finding the required information and documentation to prove that this structure and use (duplex use) existing prior to March 1, 1986 via official tax records, official utility records, official addressing records, etc. and if enough documentation is

available, then apply for an Amnesty CO for a duplex use in the existing structure. Note: Staff is only aware of one existing water tap on the site and only one address being used at this property for all previous permit history going back to 1937. In addition, an electrical permit had finalized in 1998 and the scope of work stated that it was for a single-family residence.

11. Staff strongly advises that the applicant/design professional contact their Zoning Reviewer to set up a meeting to go over rejection comments prior to submitting any future updates.
12. For submittal of next update: submit 3 complete plan sets (2 full-size sets and 1 small-size set or 3 plan sets on 11"x17" size sheets) drawn to scale and sealed by your Design Professional and 2 copies of Master Comment Report for this Plan Review.
13. When submitting next Update, make for certain to submit revisions that will address all comments. Do not piecemeal (submitting multiple updates to address rejection comments) your Updates because as of October 1, 2013 new Residential Review Fees have gone into effect for Plan Reviews and Plan Review Updates. As of October 1, 2013, the combined plan review fee covers the initial review and one (1) update. Note: After a Plan Review receives two rejections; a Plan Review Update Fee (\$342 + 4% Development Services Surcharge Fee) is automatically generated and must be paid before submitting future Updates. If you have unpaid fees on a Plan Review Application and attempt to submit Updates, our Intake Staff will not accept your Update and revised plans until any unpaid fees are paid.
14. Staff will hold the plans and application as submitted in our office. If you have questions regarding the comments or would like to make an appointment with the Zoning Reviewer, please contact Paul Yadro at Paul.Yadro@austintexas.gov or via phone at 512-974-3553.

Technical Building Code Review - Michael Gleason -

Technical Building Code Review – Michael Gleason – 974 - 9318

The application for 815 Keasbey St. has been Rejected, see comments:

1. A Land Status Determination is required due to the legal description of the lot (South 100' of Lots 30, 31, 32). This can be obtained through Michelle Casillas in the Development Assistance Center (DAC) located on the 1st floor of 505 Barton Springs Rd. The DAC walk-in hours are 9am to 12pm Monday through Friday.

The confirmation of legal lot will be identified by a letter. Please turn in this letter to my attention as an "update" during the Intake hours above. I will proceed with the permit review after the letter has been received.

2. Carbon monoxide detectors are missing on the plan, please show graphical representation or add comment displaying compliance with IRC R315 and have detectors present at time of inspection. **(Requires placement in an immediate common area outside of sleeping rooms in dwelling units within which fuel-fired appliances, fireplaces, or forced air furnaces are installed and dwelling units with attached garages. Must be hardwired with battery backup except at existing building where solely battery powered is allowed. See City of Austin Ordinance No. 20130606-055)**
3. Awaiting Zoning review, lot appears to be legal non-compliant per Sanborn maps.
4. Upon zoning determination interior stairs may be required.
5. The structure appears to be 2 fully habitable spaces.
6. **FURTHER REQUIREMENTS TO PROPERTY TO BE DETERMINED BY ZONING, THIS DOES NOT CONSTITUTE FINAL TECH REVIEW DOCUMENTATION.**

When you are ready to resubmit the corrections you can visit the Residential Intake window and drop off **3 ALL NEW SETS OF PLANS *3 sets 2 full size 1 reduced*** between 8am and 11am Monday, Wednesday and Friday. I will proceed with the permit review after updates have been received.

First set of corrections are covered by the initial plan review fee however every set of corrections after the first set will incur additional review fees (\$355.68).

Michael Gleason
Plans Examiner
City of Austin Planning and Development (Residential) Review Dept.
Michael.gleason@austintexas.gov
(512)-974-9318 office