



## Residential Review Consultation Request Form

To better serve all of our customers, effective October 1<sup>st</sup>, 2013, the Planning and Development Review Department requires customers seeking project-specific feedback regarding proposed building plans and with questions regarding the specific application and interpretation of the Austin City Code to seek consultation from staff by paid appointment. Please complete the requested information and follow the instructions below.

For general questions regarding Residential Permit Application review processes and procedures, or for basic development-related questions, the Residential Review Division will continue to provide free walk-in sessions. To manage the large volume of customers, walk-in sessions are limited to 20 minutes.

Name	
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Subject Property	(provide address and/or tax parcel ID#)
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Matters of Interest	(provide description of questions/concerns regarding subject property)
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Meeting Duration	(minimum one hour charge, quarter-hour intervals thereafter)
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Department Use Only		GF #
Date/Time		
Location		
Staff Assigned		

The Residential Review Consultation Request Form may be submitted to the Residential Review Division located on the 2<sup>nd</sup> floor of One Texas Center, 505 Barton Springs Rd during business hours (M-F 8am to 4:30pm). Forms may also be submitted via email to [daniel.word@austintexas.gov](mailto:daniel.word@austintexas.gov) or [russell.hill@austintexas.gov](mailto:russell.hill@austintexas.gov) or directly to Residential Review staff.

- Attach a completed Billing Information Form
- Invoice must be paid at the cashier office (1<sup>st</sup> floor) prior to consultation meeting
- Bring copy of receipt to meeting
- Fee is \$67/hour, with a one hour minimum charge and quarter hour intervals thereafter
- Request must be made at least one week in advance of the meeting
- Appointments are scheduled on Tuesday/Thursday afternoons.

Residential Review staff will contact you to set a specific date and time for the consultation meeting. Please bring any relevant information to the meeting (surveys, deeds, plats, building plans, etc.). The quality of the information provided by staff during the consultation meeting is directly impacted by the quality of the questions being posed by the customer.

Contact Information	
Name	
Mailing Address	
Phone #	
Email Address	



## Billing Information Form

**PLEASE PRINT INFORMATION EXACTLY HOW  
IT APPEARS ON FORM OF PAYMENT**

**Example: *John A. Doe* is not the same as *John Doe***

***John Doe Construction* is not same as *John Doe Construction Inc.***

***If paying by credit card or check, billing address must match address on  
file.***

Form of Payment: Check \_\_\_ Credit Card \_\_\_ Cash \_\_\_ Company  
Check \_\_\_

Name on Card/Check:

\_\_\_\_\_

Billing Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip:

\_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address:

\_\_\_\_\_

**\*\*APPLICATION WILL NOT BE REVIEWED UNTIL INITIAL  
REVIEW FEES ARE PAID. PROOF OF PAYMENT NOT NEEDED  
ONCE PAYMENT IS PROCESSED\*\***