

YOUR NEXT MOVE, WITH MORE CONTEXT.

Site Plan Reading Sheet

Follow one case from its source record to the plan detail that matters to you.



Original AI editorial illustration. Not an actual property or a map.

A practical plan you can keep.

Define your priorities. Record the evidence. Keep the questions that still need a local answer.

FILLABLE PDF / PRINT OR SAVE / FREE LOCAL RESEARCH

01 / DEFINE THE DECISION

Site Plan Reading Sheet

Follow one case from its source record to the plan detail that matters to you.

Date / visit window**Case identity**

Capture the exact case number, site address and source link; distinguish it from the project's marketing name.

Document version

Record the filename, sheet number, revision date and any status or approval marking.

Orientation sketch

Describe the north arrow, project boundary, surrounding streets and the edge facing the home.

Feature to inspect

Choose an entrance, building edge, loading area or pedestrian connection; identify the sheet showing it.

Fill digitally or print. Keep passwords, identity numbers and account details elsewhere.

02 / INVESTIGATE THE TRADEOFFS

From idea to evidence.

Use dates, exact addresses and observed conditions. A missing answer is a useful follow-up, not a reason to guess.

Existing versus proposed

Write what the drawing labels as existing or proposed and mark anything outside its stated scope.

Version differences

Compare the same feature across two versions without assuming which one is current.

Separate record types

Record City cases and TDLR registrations on separate lines, retaining their exact source labels.

Precise follow-up

Draft one question containing the case number, sheet reference and the confirmation you need.

Keep three things separate

What you saw / What a dated source says / What still needs confirmation

03 / CHECK, CITE & MOVE FORWARD

Bring a better brief.

Complete the checks that apply, keep the sources you used, and turn the open questions into a specific next step.

- ☐ Copy the exact case number and project address.
- ☐ Orient the sheet using its boundary, north arrow and streets.
- ☐ Find the feature relevant to the home rather than reading every page.
- ☐ Record the specific case status and document version.
- ☐ Keep TDLR registration separate from City permit records.
- ☐ Ask a question that includes the case and sheet reference.

The question that could change my decision

Include the address, source or situation and the exact confirmation you need.

Sources to revisit

- [01 City of Austin: Guide to the Commercial Building Application](#)
- [02 City of Austin: Site Plans, Exemptions, and Corrections](#)
- [03 City of Austin: Understanding the Development Process](#)
- [04 TDLR: Architectural Barriers Project Registration Application](#)
- [05 TDLR: Architectural Barriers Frequently Asked Questions](#)
- [06 City of Austin: Records and Research](#)

Make this a home-search conversation.

[Open the full guide and plan your next step with LocalTeam](#)