The City of Wichita Falls

COMMUNITY DEVELOPMENT DEPARTMENT

Pictures Courtesy of the Community Development Neighborhood Resources Division

Wichita Falls TEXAS
Blue Skies. Golden Opportunities.

Project Development Resource Guide

City of Wichita Falls – Community Development Department
1300 7th Street, P.O. Box 1431, Wichita Falls, Texas 76307
940-761-7451 or planning@wichitafallstx.gov

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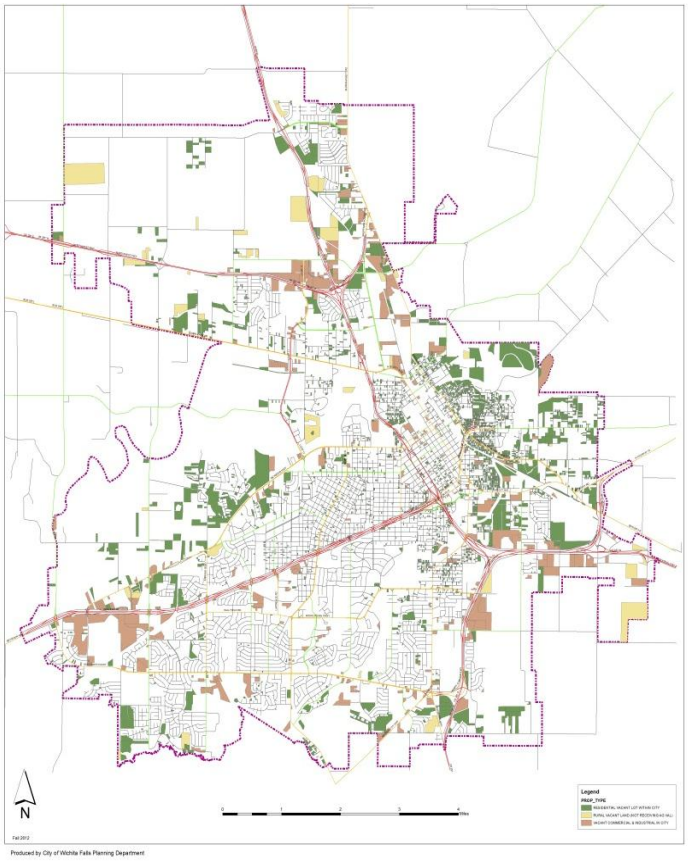
Vacant Land Map

There are many development opportunities in the City of Wichita Falls! Click on the Vacant Land Map Image (shown right) to view an enlarged map illustrating:

- Vacant Residential Lots,
- Vacant Commercial & Industrial Lots, and
- Vacant Rural Land.

The information contained in this map is maintained by the Wichita County Appraisal District.

Vacant Land Map



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Section One

OVERVIEW

- Development Review Process
- Pre-development Meeting
- New Construction Plan Guidelines
- Contact Information

Development Review Process

This development resource guide has been created to help clients understand city processes. We recommend a visit with city staff prior to a project to identify what will be required. This development guide is an overview of the staff review process but it does not guarantee that issues will not be identified during the development/construction process. All development regulations mentioned in this document may be found on the city's website at www.wichitafallstx.gov.

Some key questions to be answered at the beginning of any project are:

- Is the property platted?
- Is the use being proposed for the property allowed in the zoning district?
- Are there curbs, gutters, sidewalks, water and sewer, natural drainage way?
- Will storm water detention be required?
- Under what conditions will a building permit be required?
- Is the property located in a floodway or the 100-year floodplain?
- Are there height and noise restrictions on the property?

It is impossible to cover all the many development scenarios that may occur. Therefore, it is suggested that clients work with city staff when preparing for a project. For any proposed development or improvement, it is suggested that you begin with the Planning Division. They will help you meet with other city departments as required. When working with city staff members, please describe the proposed development project in detail. This will ensure better guidance from city staff and help the developer avoid unanticipated development costs.

Pre-Development Meetings

While it is not required it is in the client, property owner or developer's best interest to call the Planning Division and request a pre-development meeting to answer development-related questions. Pre-development meetings help ensure consensus from the city and developer's perspective and can allow for a more efficient development review process for city staff and non-city agencies. If you would like to schedule a pre-development meeting, please contact city planning staff.

Planning Division – Development Planning Contact Information:
Planning Division – Room 400 – Memorial Auditorium
940-761-7451
planning@wichitafallstx.gov
Ask to speak with a planner to schedule a pre-development meeting.

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Planning Division — Application Fee Schedule

Plats	Fee Schedule
Plats up to 1 Acre	$50
• For each additional Acre - $10	*Up to $500*
Notification Plat	$50
Plat Vacation	$50
Miscellaneous	**Fee Schedule**
Street/Alley/Easement Closure & Encroachment	$100
Street Name Change	$500
Certification Letter for Zoning, Floodplain, or Building Encroachment	$25
Annexation	$500
Zoning	**Fee Schedule**
Rezoning Up to 5 Acres	$350
• For each additional Acre - $10	*No Maximum*
Planned Unit Development	$500 (Plus $10 per Acre)
Conditional Use Application	$75
Conditional Use Appeal	$50
Site Plan Appeal	$25
Administrative	**Fee Schedule**
Variance	$150
Administrative Appeal	$50

Building Inspections — Application Fee Schedule

Demolition - Fees per square footage plus $36	Fee Schedule
All Demo	$0.0065/s.f.
Deposits (Refundable)	$0.05/s.f.
Commercial - Fees per square footage plus $36	**Fee Schedule**
Business (New & Addition)	$0.27/s.f.
Storage	$0.09/s.f.
Roofing & Siding	$0.005/s.f.
Remodel & Repair	$0.005/s.f.
Foundation Only	$0.003/s.f.
Finish Out	$0.065/s.f.
Grading/Parking Lot	$0.005/s.f.
Fire System	$115 (Flat Fee)
Temp. Occupancy (Trailers)	$40 (Flat Fee)
Signs	**Fee Schedule**
Up to 80 s.f.	$40 (Flat Fee)
Over 80 s.f.	$65 (Flat Fee)
Off Site Sign ***(Ask Planning Division first)***	$115 (Flat Fee)
Sidewalk, Curb cuts, Approaches, Driveways	
One Approach – *(If adding a Sidewalk to an approach=$10 + $0.15/foot of walk)*	$10; $5 for each additional
Sidewalk Only	$10 + $0.15/foot of walk
Sewer	**Fee Schedule**
Sewer Tap (Regular)	$119.49
3' or 4' (Manhole)	$218.21

Fee schedules may be subject to revision annually by ordinance. Contact city staff for rate verification.

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New Building Construction Plan Guidelines

To maximize efficiency, the following guidelines have been developed to prevent potential delays in the plan review process. Please ensure all plans submitted meet these guidelines. Three (3) complete sets including site plan, landscaping, parking, storm water, SWP3, and all civil plans to scale are required; all sets will be stamped for approval. One set will be returned to remain on the job site. A building permit application shall accompany the three (3) sets of plans submitted for review along with a review fee. The permit will be issued upon approvals from the city departments involved for the plan review. Package permits will be issued for new, addition, remodel or finish out construction projects. If a kitchen remodel, addition or commercial pool installation or renovation is proposed, then four (4) sets will be required to be submitted for an additional review by the Public Health District. Call the Public Health District at 940-761-7820 for more information.

Building Code Summary: The submitted sets of plans shall include the name of the project, address, proposed use, contact person, name of the designer, phone numbers, and sheet index. The summary should also include: ***Occupancy Type, IBC Section 300; Construction Type, IBC Table 600; Protected or Unprotected; With Sprinklers or Without Sprinklers; Building Height*1; or Area Calculations*1.***

Plans & Drawings to be included: As applicable, all plans shall include mechanical, electrical and plumbing designs signed by the master of the profession or in some cases stamped by an engineer of the profession.

Site Plan	All underground utilities, building dimensions, property lines, streets and easements in relation to the building parking layout, curb cuts, sidewalks, access roadways, parking and landscaping.
Drainage	Storm water detention is required on any residential development of two acres or more and any commercial development of one acre or more. An engineered storm water detention plan and analysis shall be submitted along with the civil site plans for work in the right-of-way. You may contact Public Works at 940-761-7477 for more information.
SWP3 Plans	A Storm Water Pollution Prevention Plan shall be submitted when disturbing land over an acre. You may contact the Environmental Coordinator at 940-761-7670 for more information.
Foundation	Include diagrams detailing specifications of components.
Building *2	Include diagrams detailing construction specifications and materials used, door and window schedules, door hardware, interior finish details, design loads, handicap details, exit sign placement, etc.
Electrical	Include wiring diagrams, riser diagrams, load calculations and panel locations.
Plumbing	Include size/design, riser diagrams, distances and type of materials used. Indicate quantity and type of fixtures including handicap requirements.
Mechanical	Include exhaust fans, HVAC requirements, fire dampers, etc.
Fire Protection *3	Include sprinkler, smoke and alarm system diagrams and specifications. Also include fire extinguisher locations.

All required plans and drawings must be provided in accordance with the Texas Occupation Code, Chapter 1001 as administered by the Texas Board of Professional Engineers, Chapter 1051 as administered by the Texas Board of Architectural Examiners, and the current International Codes Administrative section governing the requirements for a signed seal of an engineer or architect registered in the state of Texas.

*1 Include IBC Section # where increases are allowed.
*2 Include UL references for 1 hr. or greater fire rated construction if available.
*3 Include NFPA references for which they comply.

The following items indicate when a design professional (architect or engineer) will be required:

1. If occupancy is classified Assembly, Educational, Institutional 2500 s.f. or more
2. If the building is over 5000 s.f.
3. A building that has three (3) or more stories in height.

For more information reference the following codes: 2009 International Building Code/2006 I.E.C.C.; 2009 Mechanical/Plumbing; 2009 International Energy Conservation Code; or the 2011 National Electric Code.

Questions? Please contact Building Inspections at 940-761-7459. Return to Table of Contents

Contact Information

CITY DEPARTMENTS

BUILDING INSPECTIONS [INSP]
Building Plans, Permits
Room 401
1300 Seventh St. 76301
Memorial Auditorium
940-761-7459

PLANNING DIVISION [PLAN]
Zoning, Plats, Site Plans, Thoroughfare Plan
Room 400
1300 Seventh St. 76301
Memorial Auditorium
940-761-7451

ENGINEERING DIV. [ENGR]
Utilities, Storm Drainage & Sanitation,
and Streets
Room 402
1300 Seventh St. 76301
Memorial Auditorium
940-761-7477

WICHITA FALLS/WICHITA COUNTY PUBLIC HEALTH DISTRICT [WFWCPHD]
Environmental Health Division
Food Establishments, Grease Traps, Public/Semi Public Swimming Pools, Septic Systems, Tattoo Parlors, and Lodging Establishments
1700 Third St.
940-761-7820

FIRE DEPARTMENT [FIRE]
Fire Protection, Alarm Systems
Fire Marshal
940-761-8843
1005 Bluff

City staff is available to assist with project-related questions between 8:00 a.m. and 5:00 p.m., Monday – Friday.

Other information can be found on our web site at **www.wichitafallstx.gov**.

NON-CITY AGENCIES

TEXAS DEPARTMENT OF TRANSPORTATION (TxDOT)
State Curb-Cut Permit: Developments along state-controlled rights-of-way will require State approval for curb cuts and street access. TxDOT Access Management policies may impact the proposed development's point of access to a state-controlled roadway. They may also review drainage if it impacts state-owned roads. There may also be requirements for sidewalk installation. A separate site plan should be delivered to them.
2844 E. Central Freeway 76303
940-720-7710 or 940-322-1634

POST OFFICE
The Planning Division assigns the primary address number. It is the responsibility of the property owner to assign secondary addresses within a development that has multiple units on a single lot. Consult with the U.S. Postal Service for their preferred address scheme and mailbox delivery system requirements.
1000 Lamar St. 76301
940-397-5000

TXU/ONCOR ENERGY DELIVERY
TXU should be consulted regarding electric service. Their requirements may necessitate the need for easements.
940-766-5433

PHONE COMPANY
AT&T should be consulted as to their easement requirements and service availability.
940-766-7217

TIME WARNER CABLE
Time Warner Cable should be consulted as to their easement requirements and service availability.
940-855-5700

ATMOS ENERGY
The local gas company should be consulted as to their easement requirements and service availability.
940-696-7605

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Section Two

PROJECT DEVELOPMENT CHECKLIST

Project Checklist

The checklist below will help track requirements for a development project. As you read through the list, check all required elements needed to complete your project.

1. **Is the property platted?** **Y☐ or N☐** A plat is a survey of land prepared by a surveyor according to the requirements of the Subdivision Ordinance. All plats are filed with the county after they are approved by the city. Developers should contact a surveyor to determine the costs to draft a plat. A lot must be platted before a building permit can be issued. Platting may also trigger other developmental requirements such as the installation of curb and gutters along street frontage, the extension of water and sewer lines, and the widening or paving of a street. Platting fees vary. There is an application deadline for processing plats. For questions, contact the Planning Division. [PLAN]
2. **Is the property zoned for what you want to do?** **Y☐ or N☐** A zoning classification is assigned to every parcel of land within the Wichita Falls city limits. Check to see if your proposed use is a permitted land use in the zoning district (refer to the Zoning Ordinance and Zoning map). [PLAN]
3. **Is rezoning required?** **Y☐ or N☐** If it is necessary to rezone a particular area, rezoning will require action from the Planning and Zoning Commission and the City Council. A rezoning application and fee are required. Notification requirements and processing create a minimum time frame of approximately six (6) weeks. Consult the Planning Division to determine the processes and if the property is suitable for rezoning. There is an application deadline each month. [PLAN]
4. **Is a Conditional Use Permit required?** **Y☐ or N☐** Some types of development may require a Conditional Use Permit. The Planning and Zoning Commission must approve this permit. See Section 3000 (Zoning Districts) of the Zoning Ordinance for a list of permitted and conditional uses. [PLAN]
5. **Will a variance be required?** **Y☐ or N☐** A variance is a process whereby there are situations unique to the property that will require special consideration that may deviate from established development regulations. There is an application deadline. [PLAN]
6. **Does the project need signage?** **Y☐ or N☐** Separate permits are required for signage on the property. The approval of a site plan or building plan does not include a proposed sign location. The type, size and location of a sign are regulated by the zoning district. [PLAN & INSP]
7. **Are alcoholic beverages being sold?** **Y☐ or N☐** Alcoholic beverage sales are regulated by zoning district. Alcoholic beverages may not be sold within 300 feet of a church, school or hospital. A state permit is needed to sell or dispense alcoholic beverages. Contact the Planning Division and the Texas Alcoholic Beverage Commission – TABC phone number: 940-322-8606. [PLAN]
8. **Will sidewalks be required?** **Y☐ or N☐** Developments may require the placement of sidewalks if none exist. [PLAN]
9. **Will parking be required?** **Y☐ or N☐** In most cases new developments will require paved parking and driveways. Expansions of existing developments may also require additional parking. [PLAN]
10. **Will landscaping be required?** **Y☐ or N☐** New commercial developments will require landscaping served by an underground irrigation system. Expansions or remodels of existing developments may also require irrigated landscaping. [PLAN]
11. **Will dedication of right-of-way be required?** **Y☐ or N☐** See the Thoroughfare Plan. [PLAN]
12. **Will buffering be required?** **Y☐ or N☐** Buffering (**6-foot-tall fence screening** and **distance** separation) is required for commercial projects adjacent to single-family zoning district boundaries or residential uses. Alleys cannot be used for access when buffering is required. [PLAN]

13. **<u>Is the project located in a FEMA 100-year floodplain and/or the floodway?</u> Y☐ or N☐** A floodplain permit (elevation certificate) is necessary for a new building or where the foundation is increased in a floodplain area. A surveyor will need to determine the elevation of the lot and will eventually certify that your constructed building slab is at least one foot above the base flood elevation in order to obtain this permit. A map published by the Federal Emergency Management Agency (FEMA) showing the floodplain and floodway is available in the Planning Division office and at the public library. No vertical structure is permitted within a floodway without an engineering study showing no impact. [PLAN]
14. **<u>Is the project subject to airport location restrictions?</u> Y☐ or N☐** The project may be subject to noise and height restrictions for Sheppard Air Force Base and/or Kickapoo Downtown Airport. The FAA may also need to be involved, which may require an engineering study. [PLAN]
15. **<u>Does the project have any historical designation or is it within a historic district?</u> Y☐ or N☐** Proposed exterior changes to structures which are within a historic district or have an individual landmark designation, may need a review by the Landmark Commission. [PLAN]
16. **<u>Does the project require Public Health District review?</u> Y☐ or N☐** Tattoo parlors, public swimming pools, and restaurants require review by the Public Health District. Building or renovation plans must be submitted to the Public Health District and Building Inspections Division for review and approval. All businesses preparing, selling or serving food products must obtain a permit. [WFWCPHD & INSP]
17. **<u>Will storm water detention (SWD) be required?</u> Y☐ or N☐** If there is an increase in the amount of impervious surface, storm water detention may be required. If detention is required, then one of two stipulations must be met prior to the issuance of a building permit: (1) detention facility must be complete, inspected and approved prior to issuance of a certificate of occupancy or (2) a deposit must be placed with Engineering, equal to the estimated cost for the work to be done.[ENGR]
18. **<u>Is an on-site sewage facility (OSSF) existing or proposed?</u> Y☐ or N☐** Permit applications and information for installing an OSSF (a system other than the City's sewage system) can be obtained from the Public Health District and/or the Department of Public Works, depending on the type of system. [WFWCPHD & ENGR]
19. **<u>Is the site served by water and sewer?</u> Y☐ or N☐** Extensions of water and sewer lines are installed at the developer's expense. All lots are considered served if a public water and sewer main is located adjacent to the property line. [ENGR]
20. **<u>Is there an existing drainage channel on the land?</u> Y☐ or N☐** Existing drainage channels may require improvements at the developer's expense. [ENGR]
21. **<u>Is curb and gutter required?</u> Y☐ or N☐** Some developments may require curb and gutter if none exist. [ENGR]
22. **<u>Dumpster location?</u> Y☐ or N☐** Proposed dumpster locations should be reviewed by the Engineering Division. [ENGR]
23. **<u>Is a building permit required?</u> Y☐ or N☐** Building permit application is made when all of the development requirements are met and construction plans are ready for submission. Separate permits for electrical, plumbing, etc., will be needed. If you are not familiar with the International Building Codes, it is advisable to talk with the Building Inspection Division early in the planning phase of a project. Fees will vary. Remodels and changes of occupancy also require permits. If a building permit is required, an **Application for Permit** and two (2) full sets of plans should be submitted to Building Inspection for a construction project. If it is determined that a site plan is needed, two (2) copies will be required. Contact the Planning Division to see if one is needed. A Building Permit will be issued once approvals are received from Building Inspection, Engineering, Planning, Health and the Fire Department. All plans shall meet the guidelines of the 2009 International Codes, 2011 NEC and all city ordinances. Refer to the ***Construction Plan Guidelines*** for more information. [INSP]
24. **<u>Have other situations been considered?</u> Y☐ or N☐** For example, does the structure contain asbestos; is demolition required in whole or in part; are there buried fuel tanks no longer in use; will signalization be required; is a swimming pool proposed; are there conditions on the property that are not in conformance with existing regulations; are there liens or back taxes on the property; are there deed restrictions; what is the relationship between easements on the property and existing or proposed uses; etc.

Section Three

SITE PLAN REVIEW

Once a site plan is submitted, city staff will review the site plan using the following worksheet. The worksheet contains several sections of the Zoning Ordinance, which establishes various conditions that are to be met before the proposed project site plan can be approved and permitted by the City of Wichita Falls. **The accompanying worksheet is filled out by STAFF ONLY but provided for your information.**

The following subjects are in this section:

- General Information
- Zoning
- Platting
- Floodway
- Floodplain
- Airport Zoning
- Signs
- Setbacks
- Loading Spaces/Facilities
- Driveway (Curb Cut Requirements)
- Parking
- Buffer Fence
- Trash Container
- Landscaping
- Storm Water Detention (SWD)
- Sidewalks

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Site Plan Review Worksheet (Staff Only)

For Commercial Development Only

GENERAL INFORMATION

Date Reviewed by Planner:		Site Address:	
Legal Description:		Land area/Acres:	
Bldg. Height/Stories:	Improvement Value:	Appraised Value:	% Cost (IV ÷ AV)=
Proposed Bldg. Sq. Footage:	Bldg. Coverage %:		Max Allowed %:

ZONING (Section III)

Zoning District of Proposed Project:	Adjacent Zones:
Proposed Use	☐ Permitted ☐ Conditional Use ☐ Non-conforming Use
In a Historic District: Y☐ N☐	Number of Employees? _____

PLATTING (Subdivision & Development Regulations – Appendix A Sec. 3 Code of Ordinances)

Final Plat Approved? Y☐ N☐ ☐ In Process *If in process, provide details*: _____	Comments:

FLOODWAY

☐ IN ☐ OUT *Note: NO structures or in-fill development is allowed without an Engineering study.*	Comments:

FLOODPLAIN (Floodplain Information)

☐ IN ☐ OUT Is an Elevation Certificate required? Y☐ N☐ *Note: New buildings or existing structures with improvements over 50% – Elevation Certificate REQUIRED* Indicate minimum building elevation (BFE+1ft.)= _____	Comments:

AIRPORT ZONING (Section VI – 6400)

Is tract located in Sheppard AFB Airport Zoning height, noise, or use zone? Y☐ N☐ Is tract located near Kickapoo Airport? Y☐ N☐ Is an aeronautical study required? Y☐ N☐ There is a height restriction of_____ft. *Note: Check height restriction limitations.*	Comments:

SIGNS (Section VI – 6700) Signs require separate review and permit – *see sign diagram*.

SETBACKS (Subdivision & Development Regulations 6.10 - Appendix A Code of Ordinances)

☐ Minimum 25 ft. front setback required. Plan shows front setback as:_____ft.

☐ Minimum 25 ft. exterior side setback required. Plan shows exterior side setback as:_____ft.

☐ Minimum 25 ft. through lot setback required. Plan shows through lot setback as:_____ft.

☐ Minimum 5 ft. interior side setback required. Plan shows interior side setback as:_____ft.

☐ Minimum 5 ft. rear setback required. Plan shows rear setback as:_____ft.

☐ **Additional Setback**: _____feet additional setback abutting or within a SF district.

Note: See Subdivision and Development Regulations 6.10 Lots and Setbacks, Setbacks within Level One Exceptions to setbacks herein. ☐ *An* ***exception to the above setbacks shall occur*** *where a non-residential use is proposed adjacent to a single-family or duplex use equal to building height or 30 ft. minimum (whichever is greater) for all non-residential uses except LI uses 50 ft. and HI uses setback 100 ft.*

LOADING SPACES (Section VI – 6230) and **LOADING FACILITIES** (Section VI – 6235)

Note: For buildings over 12,000 sq. ft. requiring the receipt or distribution of vehicles, or material, or merchandise (see Section 6230, for more information) 1. Building square footage:_____ 2. Loading spaces required:_____ 3. Type of loading vehicle:_____ **Design Criteria for Loading/Unloading Facilities:** *Dimensions of spaces determined by the type of vehicle being accommodated.* 1. 12 ft. vertical clearance (14-tractor trailers). Plan shows:_____ft. 2. 12 ft. width clearance. Plan shows:_____ft. 3. 35 ft. space depth (55 ft. for tractor trailers). Plan shows:_____ft. *Note:* ☐*If located closer than 50 ft. to SF district, see Section 6253;* ☐NOT REQUIRED *There IS* ☐ *or IS NOT* ☐ *space for vehicles to enter/exit without backing into the street.*	Comments:

DRIVEWAY (CURB CUT) DESIGN (Section VI – 6240) (See Diagram 6240 Exhibit B)

Number of driveways shown: _____ Max allowed: _____ *Note: curb radii 7 foot minimum* Maximum 35 ft. throat width._____ft. shown Minimum 30 ft. corner clearance._____ft. shown Minimum 25 ft. island width required._____ft. shown Minimum 7 ft. property line clearance._____ft. shown Minimum 17 ft. alley clearance._____ft. shown ***Note: TxDOT approval required for curb cuts on state controlled roads.***	Comments:
Curb Cuts - Site plan shows dimensions/locations of all proposed drives Y☐ N☐ *Note: Review Section VI Exhibit B for Curb Cut Designs* **Circulation** Is the sight visibility triangle obstructed? Y☐ N☐ ☐N/A Are there driving obstructions noticeable on site plan? Y☐ N☐ Are there queue spaces? Y☐ N☐ If YES, how many:_____ Is there a potential for unwanted short cuts or turns? Y☐ N☐ Are there abutting drives or parking facilities? Y☐ N☐	Comments:

PARKING REQUIREMENTS (Section VI – 6220)

Note following requirements: ☐ 4 spaces minimum for any non-residential use (except CBD) *See Parking Schedule*. ☐ Every space and drive to be used by the public surface shall be paved. ☐ Wheel stops shall be required in all cases when parking abuts a R.O.W. or adjacent property line. ☐ Review Section VI Exhibit A for Parking Lot Designs to ensure parking lot design meets all of the dimensional requirements of the Zoning Ordinance. Is there an **adjacent parking agreement**? Y☐ N☐ ***If YES, note details*** _____Space(s) required for every_____s.f. *Note: Use proposed building square footage to determine spaces needed.* ***See Parking Schedule table in Section VI of Zoning Ordinance.*** Number of parking **spaces shown** on site plan:_____ Number of **spaces required**:____ **RESTAURANTS ONLY:** add one parking space per employee._____ Landscape islands shown on site plan._____ *Subtract 1.5 parking spaces per island up to 10%.*_____ **Total required number of spaces=** ☐ **On-Site And Off-Site Circulation** Do median cuts affect access to the site? Y☐ N☐ Will left hand turns in/out of site create potential conflicts? Y☐ N☐	Comments:

BUFFER FENCE (Section IV – 4600)

Fencing required when abutting an SF Zoning District, Single Family or Duplex use: ☐ For any new building on a previously vacant lot ☐ For any use that requires a conditional use permit ☐ For any expansion that would be closer to an SF district than existing. Alternate screening methods are allowed per Sec. 4625 of Zoning Ord. Staff approval is required. *Note: (1) Fences must be 6 ft. wood or masonry privacy fence along all SF district or residential use boundaries; (2) Where property lines intersect public R.O.W. fence height may be reduced to 3 ft. if fence is within 10 ft. of property line; (3) not required in front and exterior setback area; (4) not required if separated by a street R.O.W. over 70 ft. wide.* ☐ "NOT REQUIRED" Check Exceptions To Needing A Fence *(check all that apply):* ☐ In a floodway ☐ Privacy fence already exists ☐ R.O.W. 70 ft. or wider ☐ Written objection by adjacent property owners ☐ Determined more objectionable with fence than without it ☐ Fence would be in front yard of commercial use (4620) ☐ Other? _____ ☐ **Fencing for outdoor storage** (Code of Ordinances Chapter 46 (Environment) Article V Sec. 46-162)	Comments:

TRASH CONTAINER LOCATION

Container locations shown on site plan? Y☐ N☐ Is there sufficient access for single unit collect vehicles? Y☐ N☐ ***Engineering will review location and provide comments as needed.***	Comments:

LANDSCAPING REGULATIONS (Section VI – 6800)

Are landscaping details (table or labeled features) shown? Y☐ N☐

Note: Site plan must show planned planting areas, types, and caliper.

LANDSCAPING FORMULA NOTE: This formula applies to **both** perimeter and parking-lot landscaping. 1. 1 canopy tree **OR** 2. 50% canopy & 50% understory **OR** 3. 50% canopy, 25% understory, & 25% shrubs **Plant Types/Sizes – See Suggested List Sec. VI** • Number of **Canopy** trees shown:_____ *Note: Min. 2 in. caliper; 1 ft. from ground; multi-trunk 1 in. each trunk* • Number of **Understory** trees shown:_____ *Note: Min. 1 ½ in. caliper; 1 ft. from ground; multi-trunk ¾ in. each trunk* • Number of **Shrubs** shown:_____ *Note: Min. 5-gal shrubs can be substituted for 1 understory.* **PERIMETER LANDSCAPING** ***NOTE: 1 canopy tree per 40 ft. at frontage*** Number of perimeter trees required:____ Number of perimeter trees shown:____ **Landscape Strip** A landscaped strip shall be provided along all portions of a property adjacent to a public right-of-way. Such strip shall be adjacent to the sidewalk or right-of-way, and shall not include a sidewalk or right-of-way. The minimum width of the landscaped strip shall be 5 feet. **Indicate strip square footage:** length of strip x 5 =_____s.f. of landscaping required. *Note area of landscaping may be placed in alternate location.* **PARKING LOT LANDSCAPING** Landscape Islands (*based on parking space requirements) and at a minimum not less than 160 s.f.* ☐20 spaces or less – NO ISLANDS REQUIRED. ☐21-100 spaces – 1 ISLAND PER 20 SPACES. ☐101 or more spaces – 1 ISLAND PER 10 SPACES. Number of parking spaces shown:_____ Number of islands required:_____ **GENERAL LANDSCAPING DETAILS** **Irrigation System** All landscaped areas shall be provided with a buried irrigation system sufficient to provide complete coverage of landscaped areas. Is the system shown on the required landscape plan? Y☐ N☐ **Landscaping For Site Improvements** Y☐ N☐ *If YES, See 6810 C for requirements.* **Existing Tree Preservation Credit** – *See 6830 A-Credit of 2 canopy trees per existing trees with 6 in. diameter and 1 ft. from the ground* Existing Trees? Y☐ N☐ How many? _____ Apply Credit? Y☐ N☐ How many? _____	Comments:

STORM WATER DETENTION (SWD) REVIEW (Code of Ordinances Chapter 106 Article VIII)

The Engineering Department will review. SWD is required for commercial development over one (1) acre; residential development over two (2) acres. Required? Y☐ N☐

SIDEWALK REQUIREMENTS (Code of Ordinances Chapter 94 Article II Division 4)

Sec. 94-127. - Requirements for sidewalks.

Any person constructing any improvements for any purpose on a lot or remodeling any improvement when the cost of such remodeling is equal to at least 50 percent of the value of such improvement before remodeling, as determined by the tax appraised value, shall comply with the following:

1) Sidewalks shall be constructed on all streets on which the lot abuts, regardless of the type of construction or proposed use of the facility unless otherwise exempted herein.
2) Sidewalks shall be constructed on any street, regardless of classification, designated as a "safe school route" for schoolchildren by the traffic safety commission.
3) Sidewalks shall be constructed on all streets, regardless of classification, with the construction of any improvements designed and/or modified for use as a commercial and/or industrial establishment unless otherwise provided herein.
    - If the commercial and/or industrial improvement is to be constructed on a corner lot, sidewalks shall be constructed on all streets on which the lot abuts. Commercial and/or industrial improvements constructed and/or modified within an area-zoned industrial shall meet the requirements for sidewalks as contained herein.
4) Sidewalks shall be required in all new subdivisions in which new street dedications are proposed within the plat of the subdivision, and along boundary streets as required.
5) Any lot that is considered unbuildable to place a structure upon due to topography, or where there is a requirement for storm water detention/retention facilities or similar such requirement, or where there is proposed an entryway, park or similar situation, shall have sidewalks installed at the initial phase of development according to provisions herein.
6) Where a property owner has acquired an adjacent lot within a platted subdivision and has no intent to improve the lot, said property owner shall be required to install sidewalks on such lot within one year, subject to the provisions herein.

Sec. 94-128. - Sidewalk construction and location.

a) The sidewalk shall have an obstruction-free width of not less than four (4) feet. Where mailboxes, utility poles, streetlights or other obstacles exist, additional width shall be provided to ensure a minimum of a three-foot (3) width for barrier-free access.
b) Sidewalks shall be constructed within the street right-of-way with the edge of the sidewalk one (1) foot from and parallel to the right-of-way.
    - The Director of Public Works may approve an alternate location within the street right-of-way when there exist obstructions, there is a unique subdivision design, where it is necessary to be compatible with existing sidewalks, or under special conditions when the specified location is technically unfeasible.
c) Construction of the sidewalks by the developer or by individual property owners shall be in accordance with standard city specifications.
d) Where any property on one (1) lot is to be developed in phases, the Director of Community Development may exempt an entity from the obligation to install a sidewalk to the extent determined by the Director of Community Development to match the frontage to remain undeveloped or unutilized.

Sec. 94-129. - Exceptions to sidewalk requirements.

a) ☐ Sidewalks shall not be required for blocks where 75 percent or more of the combined developed property front footage, including the proposed property front footage, on that side of the block have no sidewalks. This shall not include new subdivisions.

b) ☐ Sidewalks shall not be required if the street or road is not classed as a collector street or have a higher classification, according to the Thoroughfare Plan, and where such street does not have curbs and gutters, nor are there long-range plans for the improvement of the street or road by any government agency.

c) ☐ Sidewalks shall not be required for residential developments containing two (2) or fewer dwelling units, where the lot frontage is a minimum of 200 feet, and the lot, tract or parcel is a minimum of two (2) acres. If the lot, tract or parcel is subdivided to allow smaller lots, there shall be installed sidewalks along all frontages that are included in the subdivision and along boundary streets as applicable. This requirement shall apply even if only a portion of the lot frontages following a replatting are less than the minimum allowed.

d) ☐ Sidewalks shall not be required if on rights-of-way owned or under the control of other government entities if said governmental entity has objected in writing to the placement of a sidewalk on its right-of-way.

e) ☐ Sidewalks shall not be required if jointly determined by the Department of Community Development and Department of Public Works that the installation of sidewalks is technically unfeasible or will not serve the intent of this provision.

f) ☐ Sidewalks shall not be required for new construction or modifications to a commercial and/or industrial improvement within an area zoned industrial, and which abuts on an interior industrial street within an area zoned and used as an industrial district. For the purpose of this provision, an interior industrial street is defined as a street that lies wholly within the industrial district and does not abut subdivided or unsubdivided property outside of the industrial district. An interior street shall only provide for circulation within the industrial district and does not provide for access from adjacent areas. Return to Table of Contents

Section Four

PLATTING

City staff has an internal plats review routing process. Once plats are submitted to the Planning Division, utility companies and the following divisions/departments receive a copy for review: Building Inspections; Public Works & Engineering; Transportation; Fire; and the Public Health District.

The detailed checklist below outlines the information the Planning Division will look for when reviewing a final plat. The checklist as well as comments from key departments is considered before the plat is processed and approved by city staff and/or the Planning and Zoning Commission. Ensuring that a plat (prepared by a licensed surveyor) contains all components addressed below will allow for a more efficient plat review process by city staff. **The checklist below is completed by STAFF ONLY but provided for your information.**

Final Plat Review Checklist (Staff Only)

Subdivision Name:	Acreage:	Number of Lots on Plat:
Lot, Block, Section Information (new legal description):		Fee:$

PLAT CLASSIFICATION

- ☐ **Regular Plat:** This is a routine final plat, conforms to existing preliminary plat.
- ☐ **Minor Plat: With four or fewer lots** on an existing street without creating any streets or extension of municipal facilities.
- ☐ **Notification Plat:** A replat of property that within the past five years has been in a Single Family zone and the replat will increase the number of lots, or change building limit lines.

PLAT FORMAT

- ☐ **"**Final Plat" shall appear above subdivision name.
- ☐ Title of the plat shall be printed in the largest lettering on the plat.
- ☐ Show date of plat preparation, written and graphic scales, and north arrow.
- ☐ Show location with respect to the original corner of the original survey or recorded.
- ☐ Show the legal description of subdivision metes and bounds.
- ☐ Indicate acreage: _____
- ☐ Show "Point of Beginning."

LEGAL DESCRIPTION

- ☐ Provide legal description and subdivision name.
- ☐ A new subdivision name shall not be spelled or pronounced the same as any other subdivision within the City or ETJ.

SIGNATURE BLOCKS

- ☐ Show names, address, and phone numbers of all existing recorded owners.
- ☐ Signature block/content for authorized agent or representative for owner (provide agent's title and position).
- ☐ Signature block/content for Surveyor.
- ☐ Signature block/content for Tax Collector.
- ☐ **Outside city limits:** County Judge.
- ☐ **Staff/Commission Signature Blocks:**
  - ☐ Planning Commission Chairperson
  - ☐ Director of Public Works
  - ☐ Director of Community Dev. *(for minor plats)*

SUBDIVISION OF LAND

- ☐ Show previously platted lots and existing features within the subdivision with a light dashed line.
- ☐ Show new subdivision boundaries by heavy (bolded) line(s).

PREVIOUS PLAT

- ☐ Compare plat with previous plat and base map of the area. Look for changes in easements streets, etc., from previous plats. Existing dedications may require abandonment or closure.
- ☐ Compare plat to preliminary. Check for changes in design.

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INDIVIDUAL LOTS

- ☐ Check zoning of lot. Property is zoned: _____
- ☐ Every new lot must have a lot and block number.
- ☐ Show Building Limit Line (BLL) on all lots (25 ft. except for 15 ft. residential exterior side)
- ☐ Check lots for minimum lot size and frontage:
  - **SF-1: 8500** s.f. for (except zero lot subd.) minimum lot width at building limit line: 60 ft.
  - **SF-2: 5000** s.f. for SF-2 and other zones. minimum lot width at building limit line: 50 ft.
  - **CBD:** No minimum in CBD, 50 ft. in all other zones.
- ☐ Show side yard setbacks on corner lots. (15 ft. BLL for residential; non-residential 25 ft.).
- ☐ Each lot must front a public street.
- ☐ Show city limit lines (when applicable) and label "in" or "out".
- ☐ Ensure dimensions are present on every lot line.

EASEMENTS

- ☐ Show easements that are previously dedicated as "previously dedicated" and give width. **Give volume and page of easements dedicated by separate instrument.**
- ☐ Tie each easement down with dimensions, bearings and distances. Show location with respect to lot corners.
- ☐ Clearly define easements (i.e. utility, drainage, etc.). *Typical rear yard easements are 15 ft. with 7.5 ft. on each lot. Utilities MAY NOT be located in drainage easements.*

STREETS

- ☐ Show existing street and alley R.O.W. widths and label "previously dedicated."
- ☐ Dedicate additional R.O.W. if required, equal to one-half the deficit width shown on the Thoroughfare Plan.
- ☐ Label all proposed streets as "herein dedicated." All streets and alleys should intersect at right angles. Leave minimum 125 ft. separation between street centerline at intersections.
- ☐ Check cul-de-sac length; 600 ft. maximum for residential, 900 ft. max. for commercial.
- ☐ Check cul-de-sac R.O.W. width of 100 ft. minimum for residential and 200 ft. for commercial.
- ☐ Dead-end streets shall not be allowed, except as provision for future streets with temporary turnaround.
- ☐ Unless approved by the Directors of Community Development and Public Works, no residential subdivision shall be platted so that a residence fronts onto or has direct access to an arterial street (minor or major), highway and highway frontage road.

STREET NAMES AND ADDRESSING

- ☐ New street names shall not duplicate or sound like existing streets in the City or ETJ.
- ☐ Name all streets. Check spelling of streets. Street names shall not be more than 12 letters (excluding suffix).
- ☐ Street extensions or new streets in alignment with existing streets shall continue with existing street name.
- ☐ Check for potential addressing problems.

ADJACENT LAND

- ☐ Show previously platted lots or boundaries.
- ☐ Show location, dimensions, or adjacent streets, alleys, drainage structures, parks, water courses, easements, and other R.O.W.
- ☐ Show names of adjacent subdivisions and indicate lot and block for platted lots or property owner's name for unplatted tracts.

FLOODPLAIN/FLOODWAY

- ☐ Show 100-year floodplain or floodway, label plats in floodplain, show boundary and label "in" and/or "out."

OPEN SPACE

- ☐ Give open space lots a number and file private covenants requiring maintenance of open space areas.

AIRPORT ZONING

- ☐ Check to see if tract is located in Airport Zoning height, noise, or use zone.

MAP ERRORS

- ☐ Spot-check map for scaling errors on plat.

UTILITY SIGN-OFF SHEETS

- ☐ Utility sign-off sheets are complete.
- ☐ Utility sign-off sheets are pending.

STORM WATER DETENTION (SWD)

- ☐ Check for storm water detention. Required for residential development over two (2) acres and for commercial development over one (1) acre.

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