



CITY OF WICHITA FALLS
CONDITIONAL USE APPLICATION
For Carports ■ Rev/2015

FOR OFFICE USE:
CASE NO. _____
FEE PAID _____

Property address: _____

Legal description: _____
LOT(S) BLOCK SECTION SUBDIVISION

Proposed materials: Poles: _____ Roof: _____

Proposed carport dimensions: _____ Property platted? [] Yes [] No

Address of a carport similar in appearance to the one being proposed: _____

Applicant's name: _____

Applicant's mailing address: _____ Zip: _____

Applicant's email address: _____

Applicant's: Work Phone: _____ Home Phone: _____ Cell Phone: _____

Applicant's signature: _____ Date: _____

The above signature of the applicant certifies that all information provided is true and correct; that the applicant was informed of the date and time this request will be considered by the Planning and Zoning Commission; and, that all required submissions (SEE REVERSE SIDE) have been provided.

Owner(s) name: _____

Owner's mailing address: _____ Zip: _____

Owner's email address: _____

Owner's: Work Phone: _____ Home Phone: _____ Cell Phone: _____

Owner's signature: _____ Date: _____

PLEASE NOTE: ■ Failure to submit the site plan to scale with all required information may be grounds for denial of the request. ■ See instructions for site plan submission requirements.

TO BE COMPLETED BY PLANNING:

CONDITIONAL USE PERMIT

Based on the Planning and Zoning Commission's action on _____ a Conditional Use Permit is hereby:

[] Approved [] Disapproved [] Conditionally approved (SEE ATTACHED CONDITIONS)

NOTE: A CONDITIONAL USE PERMIT IS VALID FOR ONE (1) YEAR UNLESS A BUILDING PERMIT HAS BEEN ISSUED AND CONSTRUCTION IS ONGOING. AFTER ONE YEAR WITHOUT A BUILDING PERMIT BEING ISSUED, THE APPLICANT MUST REAPPLY FOR A CONDITIONAL USE PERMIT.

COMMUNITY DEVELOPMENT DESIGNEE

DATE

INSTRUCTIONS FOR CONDITIONAL USE APPLICATION

SUBMISSION REQUIREMENTS:

For a **carport** within the front or exterior side setback, submit a copy of an 8½" x 11" site plan in ink or computer drawn (**NO PENCIL, PLEASE**) showing the following:

1. Existing house with dimensions to the front and side property lines.
2. Proposed carport size and location

For **all other uses** submit an 8½" x 11" site plan in ink or computer drawn (**NO PENCIL, PLEASE**) showing the following:

1. The location, height, and intended use of existing and proposed buildings.
2. The location and number of existing and proposed parking and loading areas, and curb cuts.
3. The location and height of existing and proposed site improvements including signs, lighting, fencing, sidewalk, landscaping, etc.
4. The location and dimension of property lines, easements, and required building setbacks.

PROCEDURE

1. Submit completed application at least 30-days prior to the Planning and Zoning Commission meeting date along with a \$100.00 fee. The Commission meets the 2nd Wednesday of each month at 2:00 p.m. in the Council Chambers, Memorial Auditorium, 1300 7th Street, Wichita Falls, Texas.
2. **You should plan to appear before the Commission on the scheduled date to answer any questions the Commission members may have.**
3. Fees are not refundable.

NOTIFICATION

1. Planning Division staff will mail a copy of the staff report to the applicant at least ten (10) days prior to the Planning and Zoning Commission meeting.
2. Planning Division staff will notify property owners within 200 feet of the site at least ten (10) days prior to the Planning and Zoning Commission meeting.

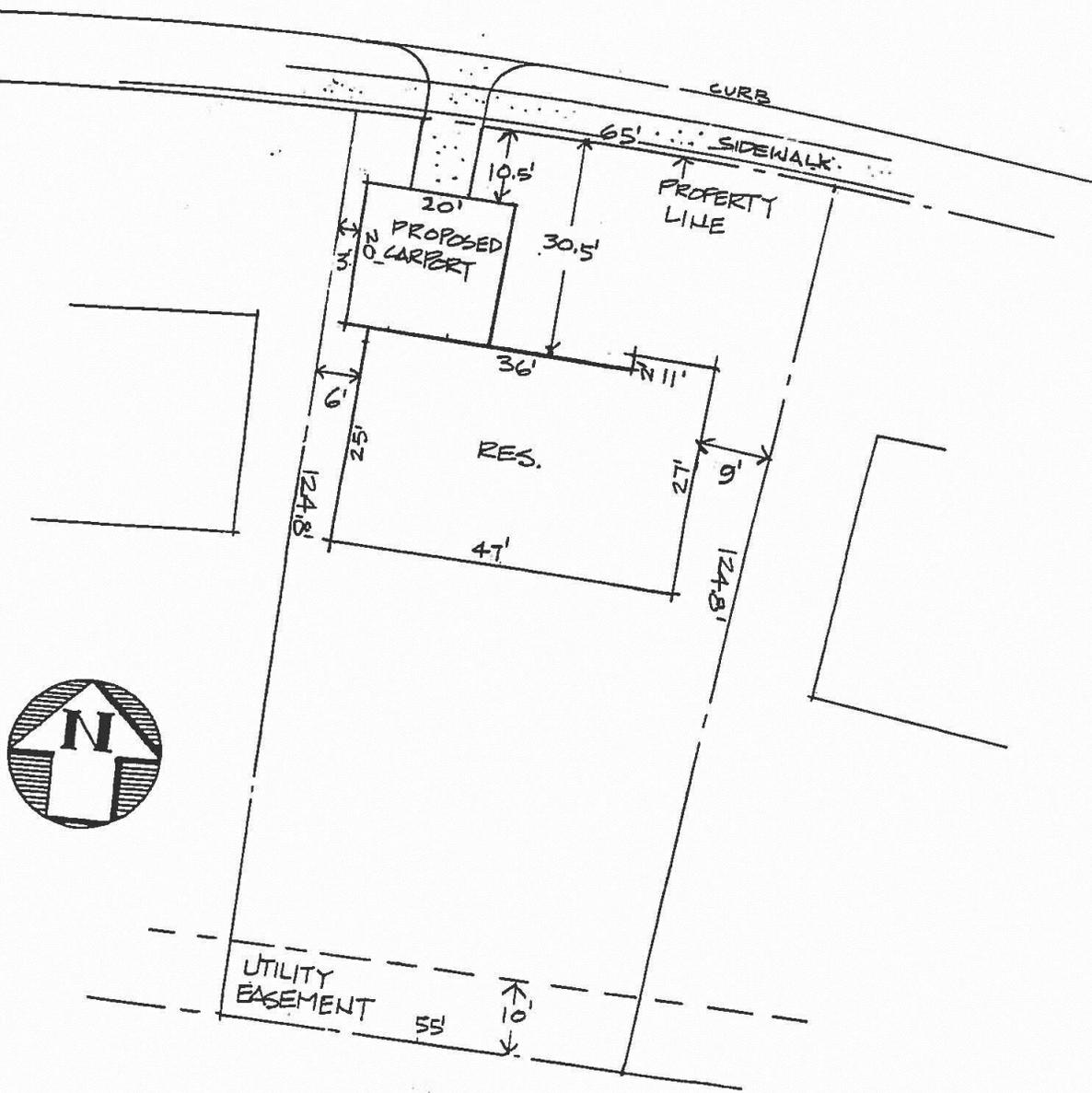
APPEAL

1. If you do not agree with the decision of the Planning and Zoning Commission, you may appeal the decision to the City Council.
2. The appeal must be made within ten (10) calendar days of the Planning and Zoning Commission meeting.
3. Obtain the Appeal Application from the Planning Division office and return along with a \$100.00 fee.

IF YOU HAVE FURTHER QUESTIONS, PLEASE CALL THE PLANNING DIVISION AT (940) 761-7451.

SCALE 1"=20'

STREET



EXAMPLE OF SITE PLAN