



**CITY OF WICHITA FALLS DEVELOPMENT SERVICES DEPARTMENT  
CONDITIONAL USE APPLICATION AND SUBMITTAL CHECKLIST**

**PROPERTY INFORMATION: (Please PRINT or TYPE)**

Project Address \_\_\_\_\_

Legal Description (Lot, Block, Section) \_\_\_\_\_  
Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Subdivision \_\_\_\_\_

Present Use and Zoning: \_\_\_\_\_

Reason for Conditional Use Request/Purpose of Project \_\_\_\_\_

**OWNER/APPLICANT - INFORMATION: (Please PRINT or TYPE)**

Property Owner \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Owner Email Address (for project correspondence only): \_\_\_\_\_

Mailing Address \_\_\_\_\_

Applicant (if different than property owner) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Client Email Address (for project correspondence only): \_\_\_\_\_

Mailing Address \_\_\_\_\_

**ACKNOWLEDGEMENT STATEMENT**

- I understand a Conditional Use Zoning request shall not be scheduled for the Planning and Zoning Commission review unless items on this list are completed and/or addressed with staff.
- I have read and understand in its entirety the City of Wichita Falls Subdivision Ordinance and Zoning Ordinance and understand that the requirements of my development/project are subject to the terms and conditions therein. This checklist is used to ensure compliance with the Ordinance and in some instances, the City may require additional information for approval.
- An endorsement of this application and checklist by the applicant shall be an acknowledgment that all of the items on the above list have been submitted.
- I also understand, according to the City of Wichita Falls Zoning Ordinance, no building permit will be issued until the final plat and Conditional Use request has been approved by the Planning and Zoning Commission.

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
Property owner's signature is required for application submittal.

Applicant (if different than property owner) \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY THE PLANNING DIVISION:**

**CONDITIONAL USE PERMIT**

Based on the Planning and Zoning Commission's action on \_\_\_\_\_, the recommendation to City Council was: [ ] Approved [ ] Disapproved

At the City Council meeting on \_\_\_\_\_, this rezoning request was:

[ ] Approved by Ordinance No. \_\_\_\_\_ [ ] Disapproved

DEVELOPMENT SERVICES DEPARTMENT DESIGNEE

DATE

**Note:**

A Conditional Use application shall be considered complete if and when the application is certified complete by the Planning Department after having reviewed that all applications, fees, and documents (including site plan to scale) have been submitted in accordance with all applicable City Ordinances, and such documents are sufficiently accurate and appropriate to the specific area proposed under the zoning application.

# SUBMITTAL CHECKLIST & PROCEDURE

## SUBMISSION REQUIREMENTS

Site Plan (8 1/2" x 11") in ink or digital copy

Site Plan Should Include the Following:

Title Block with the following information:

- Name of Project
- Physical Address and Property Legal Description (Lot # Block #, Subdivision Name)
- Sheet Title and Sheet Number
- Date, and revision date (when applicable)
- Scale

North Arrow

Site Data Table showing the following information:

- Lot Area
- Building(s) square footage, per use and total
- Impervious/Pervious Area
- Landscape Area
- Lot coverage percentage Building layout

Setback requirements (*by plat, zoning ordinance and site triangle*)

Location of Easements

*\*Note: Existing building exterior additions such as canopies, awnings, etc. may require an Encroachment Agreement – contact the Property Management Division for more details.*

Location of solid fence on the rear and dividing Zoning districts (*note: may require discussion w/Planning staff*)

Parking Data Table showing the following information

- Number of parking spaces required and provided, per use and total
- Number of handicap parking spaces required and provided, to include van accessible handicap parking spaces

Parking lot layout with angle, and width and length dimensions (*new parking spaces not required if zoned CBD*)

Curb Cuts and/or Property Access Points

Loading area for all retail, commercial and industrial structures in excess of 12,000 square feet, and  
kindergartens, day schools and child training and care establishments

Trash receptacle (dumpster) location

Freestanding signs (location/height – if applicable). New signs require a separate Sign Permit

Clear zones for driveways/site triangle

Is the condition of all existing sidewalks in compliance with City ordinance?

4-foot sidewalk required along each street Frontage

Manufactured Home Spec Sheet from Dealer (*\*for manufactured homes only*)

## PROCEDURE

1. Submit completed application at least 30-days prior to the Planning & Zoning Commission meeting date along with the prescribed fee (see attached calendar and fee schedule).
2. **Applicants are strongly encouraged to be present and/or have representation at the scheduled Planning & Zoning Commission meeting to answer Commission questions.**

## NOTIFICATION

1. Planning Division staff will mail a copy of the staff report to the applicant 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 to the City Council.
2. The appeal must be made within ten (10) days of the Planning and Zoning Commission meeting.
3. Obtain the Appeal Application from the Planning Division office and return along with a \$150.00 fee.

**NOTE:** All conditional uses granted by the Planning and Zoning Commission must commence and/or show significant progress toward development in one year. Failure to do so will result in the Conditional Use being voided.



## Development Review Team – Staff Contact List

### Staff Contacts for Development/Permitting Inquiries

#### **Building Inspections Division**

Ricky Horton  
Chief Building Official  
Phone: (940) 761-7460  
Email: [ricky.horton@wichitafallstx.gov](mailto:ricky.horton@wichitafallstx.gov)

Brandon Petersen  
Plans Examiner  
Phone: (940) 761-8872  
Email: [brandon.petersen@wichitafallstx.gov](mailto:brandon.petersen@wichitafallstx.gov)

#### **Public Works Engineering Division**

Blane Boswell  
City Engineer  
Phone: (940) 761-7477  
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Rick Branum  
Development Review and Utility Coordinator  
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Email: [ricky.branum@wichitafallstx.gov](mailto:ricky.branum@wichitafallstx.gov)

#### **Planning Division**

Fabian Medellin  
Planning Manager  
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Email: [fabian.medellin@wichitafallstx.gov](mailto:fabian.medellin@wichitafallstx.gov)

#### **Health Department**

Samantha Blair  
Environmental Administrator  
Phone: (940) 761-7822  
Email: [samantha.blair@wichitafallstx.gov](mailto:samantha.blair@wichitafallstx.gov)

#### **Fire Department**

Cody Melton  
Fire Marshal  
Phone: (940) 761-8843  
Email: [cody.melton@wichitafallstx.gov](mailto:cody.melton@wichitafallstx.gov)

#### **Traffic Engineering Division**

Larry Wilkinson  
Superintendent  
Phone: (940) 761-7640  
Email: [larry.wilkinson@wichitafallstx.gov](mailto:larry.wilkinson@wichitafallstx.gov)

#### **Property Management Division**

Pat Hoffman  
Property Management Administrator  
Phone: (940) 761-8816  
Email: [pat.hoffman@wichitafallstx.gov](mailto:pat.hoffman@wichitafallstx.gov)

#### **Legal Department**

James McKechnie  
Deputy City Attorney  
Phone: (940) 761-7627  
Email: [james.mckechnie@wichitafallstx.gov](mailto:james.mckechnie@wichitafallstx.gov)

#### **Historic Preservation**

Karen Montgomery-Gagné  
Principle Planner  
Phone: (940) 761-7451  
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#### **Administration**

Terry Floyd  
Director of Development Services  
Phone: (940) 761-7451  
Email: [terry.floyd@wichitafallstx.gov](mailto:terry.floyd@wichitafallstx.gov)

#### **For Any Other Questions**

Christal Cates  
Senior Admin., Development Services  
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