



**CITY OF WICHITA FALLS BUILDING INSPECTIONS DIVISION**  
**FINAL PLAT APPLICATION AND SUBMITTAL CHECKLIST**

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

Project Address \_\_\_\_\_ Zoning Designation \_\_\_\_\_

Subdivision Name \_\_\_\_\_

Lot, Block, Section Information (new legal description) \_\_\_\_\_

Acreage: \_\_\_\_\_

Number of Lots on Plat \_\_\_\_\_

Description of Project \_\_\_\_\_

(i.e. Single-Family Development; Commercial; Industrial)

Proposed use of Project \_\_\_\_\_

**Plat Application Complete:** ☐ Yes ☐ No

**Does the existing zoning designation of the subject tract allow for the proposed use(s)?** ☐ Yes ☐ No

**Preliminary Plat approved and Active (Sec. 5.5.):** ☐ Yes ☐ No

**Pre-Submittal Meeting Complete – if subdivision is over 5 lots (Sec. 3.4):** ☐ Yes ☐ No

**\* Fee (Sec. 3.5):** \$ \_\_\_\_\_ (staff use only)

*\*See attached Plat Fee Schedule*

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

**Civil Engineer/Surveyor** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

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

Contact Name \_\_\_\_\_

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

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

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

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

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

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

**Note:**

*A plat 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 have been submitted in accordance with all applicable City Ordinances (including Appendix A Subdivision and Development), and such documents are sufficiently accurate and appropriate to the specific area proposed under the final plat application. Within 30 days after the complete plat application is formally submitted, the Planning and Zoning Commission shall approve or disapprove such plat.*

# SUBMITTAL CHECKLIST

**Note: Plat and public improvement plan requirements are outlined in City Ordinances, and a number of those requirements are referenced below (specifically the [City's Subdivision and Development Regulations](#)). The following checklist is not an exhaustive list of requirements, but is intended to provide guidance in the development of the final plat.**

## **PLAT CLASSIFICATION**

- ☐ **Final Plat:** This is a routine final plat, conforms to existing preliminary plat and incorporates all conditions imposed by the Planning and Zoning Commission (P&Z).
- ☐ **Minor Plat:** **With four or fewer lots** on an existing street without creating any streets, extension of municipal facilities or right-of-way (ROW) dedications.
- ☐ **Other (ex. Plat Vacation; Plat Notification):** \_\_\_\_\_
- ☐ **Planning & Zoning Hearing Date:** This plat is requested to be heard by the P&Z on (date) \_\_\_\_\_

*\* See attached calendar for submission deadline and P&Z meeting dates.*

## **SUBMISSION REQUIREMENTS**

- ☐ Four black line copies of the plat (Sec. 3.7). No additional colors on plat copies.
- ☐ Legible-after-reproduction 8¼-inch [by] 11-inch copy of the plat that includes all information contained on the full-size plat, with the exception of field notes, metes and bounds descriptions, and signature blocks (Sec. 3.7).
- ☐ A legible 8¼-inch by 11-inch or 11-inch by 17-inch electronic version of the plat including all information contained on the full-size plat in a format required by the Planning Division or Department of Public Works (Sec. 3.7).
- ☐ The plat shall be drawn on sheets 22 inches by 34 inches with a minimum three-quarter-inch binding margin on the left side of the sheet and one-quarter-inch margins on the other three sides (Sec. 3.7).  
*Note: An alternative size may be considered by the Planning Division and/or Department of Public Works if legible in all respects and is compatible with archival requirements of the city.*
- ☐ Plat drawn to a scale - 100 feet to one inch (Sec. 3.7).  
*Note: Other scales may be considered by the Planning Division and/or Department of Public Works if legible in all respects and is compatible with archival requirements of the city.*
- ☐ Digital submittal of plat in acceptable format (.dwg and/or .pdf).
- ☐ Recorded separate instrument documents (including support documents) for any easements, agreements, right-of-way, or deed that traverses the property (Sec. 3.7).
- ☐ Plats sealed by a registered state of Texas land surveyor in accordance with Texas state law (Sec. 3.7).
- ☐ Paid Plat Application fee (Sec. 3.7).  
Plat Closure Certificate (Report).

## **PLAT FORMAT**

- ☐ "Final Plat" shall appear above subdivision name (Sec. 5.3 & Sec. 4.4).
- ☐ Show north arrow (Sec. 5.3 & Sec. 4.4).
- ☐ Title of the plat shall be printed in the largest lettering on the plat (Sec. 5.3 & Sec. 4.4).
- ☐ Show date of plat preparation, written and graphic scales, and north arrow (Sec. 5.3 & Sec. 4.4).
- ☐ Show location with respect to the original corner of the original survey or recorded (Sec. 5.3 & Sec. 4.4).
- ☐ Show the legal description of subdivision metes and bounds (Sec. 5.3 & Sec. 4.4).
- ☐ Indicate acreage: \_\_\_\_\_ acres (Sec. 5.3 & Sec. 4.4).
- ☐ Show "Point of Beginning" (Sec. 5.3 & Sec. 4.4).

## **PUBLIC IMPROVEMENTS**

Detailed engineering plans of the proposed sewer facilities as required by the standard specifications (Sec. 5.3 & Sec. 6).

Detailed engineering plans of the proposed water facilities as required by the Department of Public Works (Sec. 5.3 & Sec. 6).

*Revised: 03/21/22*

- ☐ Detailed engineering plans of the proposed storm drainage facilities as required by the Department of Public Works (Sec. 5.3 & Sec. 6).
- ☐ All required public improvements have been constructed and accepted by the City, and/or an appropriate financing mechanism (i.e. letter of credit, bond) has been submitted to and accepted by said entities (Sec. 5.5 D.).
- ☐ Lots served by water, sewer, and public streets, unless otherwise approved by the Director of Public Works (Sec. 6.2, Sec. 6.5, Sec. 6.6).
- ☐ Septic system for the sanitary sewer solution is being proposed (Sec. 106-248).

*\*Note: Please schedule a meeting with staff to discuss any proposed septic system solution in advance of plat submittal.*

## **LEGAL DESCRIPTION**

- ☐ Provide legal description and subdivision name (Sec. 5.3 & Sec. 4.4).
- ☐ A new subdivision name shall not be spelled or pronounced the same as any other subdivision within the City or extraterritorial jurisdiction (ETJ) (Sec. 5.3 & Sec. 4.4).

## **SIGNATURE BLOCKS – [See City of Wichita Falls Subdivision Ordinance \(Sec. 5.4 B\)](#)**

- ☐ 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.
- ☐ **Staff/Commission Signature Blocks:**
  - ☐ Planning Commission Chairperson
  - ☐ Director of Public Works
  - ☐ Director of Development Services *(for minor plats)*

## **SUBDIVISION OF LAND**

- ☐ Variance requests, in accordance with subdivision regulations, have completed the respective process (Sec. 14).
- ☐ Names of adjoining subdivisions and notation as to whether adjoining properties are platted (Sec. 5.3 & Sec. 4.4).
- ☐ Show previously platted lots and existing features within the subdivision with a light dashed line (Sec. 5.3 & Sec. 4.4).
- ☐ Show new subdivision boundaries by heavy (bolded) line(s) (Sec. 5.3 & Sec. 4.4).
- ☐ Show computed acreage of subdivision (Sec. 5.3 & Sec. 4.4).
- ☐ Primary control points with description and location of points with ties to original block corners (Sec. 5.3 & Sec. 4.4).
- ☐ Provide plat closure check sheet (1 to 50,000) (Sec. 5.3 & Sec. 4.4).

## **EXISTING SITE INFORMATION**

- ☐ Exact locations and names of all roads, easements, reservations, alleys, or other public right-of-ways within and/or contiguous to the subdivision (Sec. 5.3 & Sec. 4.4).
  - ☐ Exact locations and dimensions of all lots, parks, public areas, permanent structures, water courses, irrigations canals, and drainage structures within and/or contiguous to the subdivision (Sec. 5.3 & Sec. 4.4).
- \* Note: Staff will request this information if needed as a follow-up during plat review*
- ☐ Cross sections(s) of any existing ditches and canals within the subdivision with ties to the subdivision boundary (Sec. 5.3 & Sec. 4.4).
- \* Note: Staff will request this information if needed as follow-up during plat review*
- ☐ Regulatory flood elevations and boundaries of flood prone, including floodways, if known (Sec. 5.3 & Sec. 4.4).
  - ☐ Location of City limits and extraterritorial jurisdiction (ETJ), if within or contiguous to the proposed subdivision (Sec. 5.3 & Sec. 4.4).

## **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.

## **INDIVIDUAL LOTS**

- ☐ Every new lot must have a lot and block number (Sec. 5.3 & Sec. 4.4).
- ☐ Show Building Limit Line (BLL) on all lots (25' except for 15' residential exterior side) (Sec. 5.3 & Sec. 4.4).
- ☐ Check lots for minimum lot size and frontage (Sec. 5.3 & Sec. 4.4).:
  - **SF-1: 8500** s.f. for (except zero lot subd.) minimum lot width at building limit line: 60' (Sec. 3080 – Zoning Ord.)
  - **SF-2: 5000** s.f. for SF-2 and other zones. minimum lot width at building limit line: 50' (Sec. 3140 – Zoning Ord.)
  - **CBD:** No minimum in CBD, 50' in all other zones (Sec. 3810 – Zoning Ord.)
- ☐ Show side yard setbacks on corner lots. (15' BLL for residential; non-residential 25') (Sec. 5.3 & Sec. 4.4).
- ☐ Each lot must front a public street (Sec. 5.3 & Sec. 4.4).
- ☐ Show city limit lines (when applicable) and label “in” or “out” (Sec. 5.3 & Sec. 4.4).
- ☐ Ensure dimensions are present on every lot line (Sec. 5.3 & Sec. 4.4).

## **EASEMENTS**

- ☐ Show easements that are previously dedicated as “previously dedicated” and give width. Include any separate document with the plat submittal. **Give volume and page of easements dedicated by separate instrument** (Sec. 5.3, Sec. 4.3 & 4.4).
- ☐ Tie each easement down with dimensions, bearings and distances. Show location with respect to lot corners (Sec. 5.3 & Sec. 4.4).
- ☐ Clearly define easements (i.e. utility, drainage, etc.) (Sec. 5.3, Sec. 4.4 & 6.3).  
**Note: Utilities MAY NOT be located in exclusive drainage easements.**

## **STREETS**

- ☐ Show existing street and alley R.O.W. widths and label “previously dedicated” (Sec. 5.3 & Sec. 4.4).
- ☐ Dedicate additional R.O.W. if required, equal to one-half the deficit width shown on the Thoroughfare Plan (Sec. 6.2).
- ☐ 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. (Sec. 6.2).
- ☐ Check cul-de-sac length; 600 ft. maximum for residential, 900 ft. for commercial (Sec. 6.2).
- ☐ Check cul-de-sac R.O.W. width of 100 ft. minimum for residential and 200 ft. for commercial (Sec. 6.2).
- ☐ Dead-end streets shall not be allowed, except as provision for future streets with temporary turnaround.
- ☐ Unless approved by the Directors of Development Services 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 (Sec. 6.2).

## **STREET NAMES AND ADDRESSING**

- ☐ New street names shall not duplicate or sound like existing streets in the City or ETJ (Sec. 6.2).
- ☐ Name all streets. Check spelling of streets. Street names shall not be more than 12 letters (excluding suffix) (Section 94-322).
- ☐ Street extensions or new streets in alignment with existing streets shall continue with existing street name.

## **ADJACENT LAND**

- ☐ Show previously platted lots or boundaries (Sec. 4.4).
- ☐ Show location, dimensions, or adjacent streets, alleys, drainage structures, parks, water courses, easements, and other R.O.W (Sec. 4.4).
- ☐ Show names of adjacent subdivisions and indicate lot and block for platted lots or property owner's name for unplatted tracts (Sec. 4.4).

## **FLOODPLAIN/FLOODWAY**

- ☐ Clearly delineate any portion of the subdivision that lies within or abuts a designated floodplain and/or floodway (Sec. 4.4.G.3)

## **AIRPORT ZONING**

- ☐ Check to see if tract is located in Airport Zoning height, noise, or use zone (Sec. 6.12).

## **DRAINAGE**

- ☐ Show dedicated easement or right-of-way for any watercourse, drainage way, natural channel or stream (i.e. drainage easement) (Sec. 6.9).

**Note: On-site detention facilities (i.e. stormwater detention facilities) are required for residential development over two (2) acres and for commercial development over one (1) acre at the time of building permit submittal.**

## **ACKNOWLEDGEMENT STATEMENT**

- *I understand a plat 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 understand that the requirements of a final plat are subject to the terms and conditions therein. This final plat 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 checklist by the applicant shall be an acknowledgment that all of the required items on the above list have been submitted.*
- *I also understand, according to the City of Wichita Falls Subdivision and Development Ordinance (Sec. 3.2), no building permit will be issued until the plat has been approved by the Planning and Zoning Commission and filed in the office of the County Clerk.*

Project Name: \_\_\_\_\_

\* Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Owner Address: \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

**\*Note: Property owner's signature is required for application submittal.**

Client (if different than owner) \_\_\_\_\_ Date \_\_\_\_\_

Client Address: \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

Engineer/Surveyor \_\_\_\_\_ Date \_\_\_\_\_

Engineer/Surveyor Address: \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

Signature: \_\_\_\_\_



## 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  
Email: [blane.boswell@wichitafallstx.gov](mailto:blane.boswell@wichitafallstx.gov)

Rick Branum  
Development Review and Utility Coordinator  
Phone: (940) 761-6850  
Email: [ricky.branum@wichitafallstx.gov](mailto:ricky.branum@wichitafallstx.gov)

#### **Planning Division**

Fabian Medellin  
Planning Manager  
Phone: (940) 761-7445  
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  
Email: [karen.montgomery@wichitafallstx.gov](mailto:karen.montgomery@wichitafallstx.gov)

#### **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  
Phone: (940) 761-7451  
Email: [christal.cates@wichitafallstx.gov](mailto:christal.cates@wichitafallstx.gov)

# 2023 PLATS SCHEDULE



NOTIFICATION PLATS DEADLINE 3:00 pm	PLATS (PRELIM, FINAL, MINOR) DEADLINE 3:00 pm	P&Z MEETING DATE 2:00 pm COUNCIL CHAMBERS
December 15, 2022	December 15, 2021	January 11
January 12	January 12	February 8
February 9	February 9	March 8
March 16	March 16	April 12
April 13	April 13	May 10
May 18	May 18	June 14
June 15	June 15	July 12
July 13	July 13	August 9
August 17	August 17	September 13
September 14	September 14	October 11
October 12	October 12	November 8
November 16	November 16	December 13
December 14	December 14	January 10, 2024

## PLAT FEE SCHEDULE – Wichita County:

Preliminary Plats up to five acres.....\$ 170  
Plus additional per acre fee of \$10 up to a maximum of .....\$ 500

Plat Type	Wichita County
Final Plat:	
Up to five acres	\$280.00
More than five acres	\$280.00
Plus, additional per acre fee or fraction thereof up to \$500.00 maximum	\$ 10.00
Notification Plat, in addition to final plat fee	\$ 75.00
Plat Vacation	\$200.00
Minor Plat	\$280.00

## MISCELLANEOUS FEES:

Closures and encroachments (street, alley & easement).....\$ 200  
(some closures require payment of property appraisal)

Right-of-way and easement encroachment release.....\$ 100

Street Name Change.....\$ 500

## FEE SCHEDULE FOR AIRPORT ZBA:

Variance (Airport Zoning).....\$ 200

Administrative Appeal.....\$ 200

# 2023 AIRPORT BOARD of ADJUSTMENT

APPLICATION DEADLINE 5:00 pm	ABOA MEETING DATE 1:30 pm COUNCIL CHAMBERS
January 4	January 25
February 1	February 22
March 1	March 22
April 5	April 26
May 3	May 24
June 7	June 28
July 5	July 26
August 2	August 23
September 6	September 27
October 4	October 25
November 1	November 22
December 6	December 27
January 3, 2024	January 24, 2024

**NOTE:** Planning staff will place Variance/Administrative Appeal signs on the property at least 15-days prior to Airport Zoning Board of Adjustment meeting.

Plat Type	Archer County	Clay County
Final Plat:		
Up to five acres	\$280.00	\$500.00
More than five acres	\$280.00	\$500.00
Plus, additional per acre fee or fraction thereof up to \$500.00 maximum	\$ 10.00	\$ 10.00
Notification Plat, in addition to final plat fee	\$75.00	\$75.00
Plat Vacation	\$200.00	\$450.00
Minor Plat	\$280.00	\$500.00

Annexation.....\$ 500

Certification Letter :

Basic review.....\$ 25

Intensive review.....\$ 50

Liquor Permit Certification fee (City Clerk's Office).....\$ 50

Donation Box Permit/Renewal.....\$ 75/50

\*\*Credit Card/Online Transaction Fee - 3% of transaction amount