



**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 \$104.00 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

#### Building Inspections Division

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

#### Public Works Engineering Division

Tyson Traw  
Deputy Director of Public Works  
Phone: (940) 761-7477  
Email: [tyson.traw@wichitafallstx.gov](mailto:tyson.traw@wichitafallstx.gov)

Shanice Robinson, P.E.  
Assistant City Engineer  
Phone: (940) 761-7477  
Email: [shanice.robinson@wichitafallstx.gov](mailto:shanice.robinson@wichitafallstx.gov)

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

#### Planning Division

Christal Cates  
Neighborhood Revitalization Coordinator  
Phone: (940) 761-7451  
Email: [christal.cates@wichitafallstx.gov](mailto:christal.cates@wichitafallstx.gov)

Cedric Hu  
Planner  
Phone: (940) 761-7451  
Email: [cedric.hu@wichitafallstx.gov](mailto:cedric.hu@wichitafallstx.gov)

#### Health Department

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

#### Legal Department

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

#### Traffic Engineering Division

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

#### Historic Preservation

Karen Montgomery-Gagné  
Principle Planner  
Phone: (940) 761-7451  
Email: [karen.montgomery@wichitafallstx.gov](mailto:karen.montgomery@wichitafallstx.gov)

#### Property Management Division

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

#### Administration

Fabian Medellin, AICP  
Director of Development Services  
Phone: (940) 761-7451  
Email: [fabian.medellin@wichitafallstx.gov](mailto:fabian.medellin@wichitafallstx.gov)

#### For Any Other Questions

Robin Marshall  
Development Services Assistant  
Phone: (940) 761-7451  
Email: [robin.marshall@wichitafallstx.gov](mailto:robin.marshall@wichitafallstx.gov)

# 2026 PLATS SCHEDULE



NOTIFICATION PLATS DEADLINE	PLATS (PRELIM, FINAL, MINOR) DEADLINE	P&Z MEETING DATE
3:00 pm		2:00 pm COUNCIL CHAMBERS
December 18, 2025	December 17, 2025	January 14, 2026
January 16, 2026	January 15, 2026	February 11
February 13	February 12	March 11
March 13	March 12	April 8
April 17	April 16	May 13
May 15	May 14	June 10
June 12	June 11	July 8
July 17	July 16	August 12
August 14	August 13	September 9
September 18	September 17	October 14
October 16	October 15	November 18
November 13	November 12	December 9
December 18	December 17	January 13, 2027

## PLAT FEE SCHEDULE – Wichita County:

Preliminary Plats up to five acres.....\$ 179.00  
Plus additional per acre fee of \$11.00 up to a maximum of .....\$523.00

Plat Type	Wichita County
Final Plat:	
Up to five acres	\$295.00
More than five acres	\$295.00
<i>Plus, additional per acre fee or fraction thereof up to \$500.00 maximum</i>	\$ 11.00
Notification Plat, in addition to final plat fee	\$ 78.00
Plat Vacation	\$210.00
Minor Plat	\$295.00

## MISCELLANEOUS FEES:

Closures and encroachments (street, alley & easement).....\$ 210.00  
(some closures require payment of property appraisal)

Right-of-way and easement encroachment release.....\$105.00

Street Name Change.....\$523.00

## FEE SCHEDULE FOR AIRPORT ZBA:

Variance (Airport Zoning) .....\$ 210.00

Administrative Appeal .....\$ 210.00

# 2026 AIRPORT BOARD of ADJUSTMENT

APPLICATION DEADLINE	ABOA MEETING DATE
5:00 pm COUNCIL CHAMBERS	
January 7, 2026	January 28, 2026
February 4	February 25
March 4	March 25
April 1	April 22
May 6	May 27
June 3	June 24
July 1	July 22
August 5	August 26
September 2	September 23
October 7	October 28
November 4	November 25
December TBD	December TBD
January 6, 2027	January 27, 2027

**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 More than five acres <i>Plus, additional per acre fee or fraction thereof up to \$500.00 maximum</i>	\$295.00 \$295.00 \$ 11.00	\$523.00 \$523.00 \$ 11.00
Notification Plat, in addition to final plat fee	\$78.00	\$78.00
Plat Vacation	\$210.00	\$470.00
Minor Plat	\$295.00	\$523.00

Annexation.....\$523.00  
Certification Letter:  
    Basic review.....\$26.00  
    Intensive review.....\$52.00  
Liquor Permit Certification fee (City Clerk's Office) .....\$50.00  
Donation Box Permit/Renewal.....\$77.50/52

\*\*Credit Card/Online Transaction Fee - no more than 6% of transaction amount



## 2026 REZONING & CONDITIONAL USE

APPLICATION DEADLINE	P & Z MEETING 2:00 pm	CITY COUNCIL MEETING 8:30 am
COUNCIL CHAMBERS		
December 19, 2025	January 14, 2026	February 3
January 13	February 11	March 3
February 13	March 11	April 7
March 13	April 8	May 5
April 17	May 13	June 2
May 15	June 10	July 7
June 12	July 8	August 4
July 17	August 12	September 1
August 14	September 9	October 6
September 18	October 14	November 3
October 23	November 18	December 1
November 13	December 9	January 5, 2027
December 18	January 13, 2026	February 2, 2027

### NOTE:

1. Conditional Use Appeals must be filed within 10 days of the P&Z Commission's decision. The appeal will be placed on the next City Council agenda but not earlier than 15 days after filing of the appeal.
2. Site Plan Appeal must be filed within 10 days of the City Planning Administrator's decision. The appeal will be placed on the next P&Z agenda but not earlier than 15 days after filing of the appeal.
3. Planning staff will place rezoning signs on the property at least 15 days prior to the P&Z Commission hearing date.

### FEES SCHEDULE FOR REZONINGS, BOARD OF ADJUSTMENTS & CONDITIONAL USES:

Rezoning, up to five (5) acres .....	\$ 470.00
More than 5 acres.....	\$470.00 + \$11.00 per acre or fraction thereof
Planned Unit Development.....	\$575.00 + \$11.00 per acre or fraction thereof
Administrative Appeal.....	\$210.00
Site Plan Application.....	\$ 78.00
Site Plan Appeal.....	\$ 52.00

\*\*Credit Card/Online Transaction Fee - no more than 6% of transaction amount

2026

## BOARD of ADJUSTMENT

APPLICATION DEADLINE	BOA MEETING DATE 1:30 pm
COUNCIL CHAMBERS	
December 30, 2025	January 21, 2026
January 27, 2026	February 18
February 24	March 18
March 24	April 15
April 28	May 20
May 26	June 17
June 23	July 15
July 28	August 19
August 25	September 16
September 29	October 21
October 27	November 18
November 24	December 16
December 29	January 20, 2027

### NOTE:

Planning staff will place Variance/Administrative Appeal signs on the property at least 15 days prior to the Board of Adjustment meeting.

Conditional Use Application .....	\$179.00
Conditional use carport.....	\$179.00
Conditional use for communications tower.....	\$260.00
Conditional Use Appeal .....	\$104.00
Variance .....	\$ 210.00