



City of Wichita Falls
Department of Development Services
Planning Division

**Application Requesting the Closing, Vacating and Abandoning of an
Easement, Street or Alley**

(Please Print)

Name _____ Date _____

Address of Property _____

Phone _____ Email _____

As property owner, I hereby request that the City of Wichita Falls consider closing, vacating, and abandoning the following easement, street or alley.

Written description of the property:

Property Dimensions:

This request is being made for the following reasons:

Area map showing proposed closure attached

I acknowledge that a \$210 processing fee will be required, and understand that if this action is taken, such street or alley will no longer be a public way, and it may be closed to the public.

This will inform you that I have no objection to the City's closing, vacating, and abandoning such easement, street or alley.

Signature _____



Development Review Team – Staff Contact List

Staff Contacts for Development

Building Inspections Division

Brandon Petersen
Plans Examiner
Phone: (940) 761-8872
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Public Works Engineering Division

Tyson Traw
Deputy Director of Public Works
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Shanice Robinson, P.E.
Assistant City Engineer
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Rick Branum
Development Review and Utility Coordinator
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Planning Division

Christal Cates
Neighborhood Revitalization Coordinator
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Cedric Hu
Planner
Phone: (940) 761-7451
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Health Department

Samantha Blair
Environmental Administrator
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Legal Department

Kinley Heggland
City Attorney
Phone: (940) 761-7627
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Traffic Engineering Division

Larry Wilkinson
Superintendent
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Historic Preservation

Karen Montgomery-Gagné
Principle Planner
Phone: (940) 761-7451
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Property Management Division

Pat Hoffman
Property Management Administrator
Phone: (940) 761-8816
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Administration

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

For Any Other Questions

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

2026 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 12, 2025	December 12, 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 More than five acres Plus, additional per acre fee or fraction thereof up to \$500.00 maximum	\$295.00 \$295.00 \$ 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 5:00 pm	ABOA MEETING DATE 1:30 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 Plus, additional per acre fee or fraction thereof up to \$500.00 maximum	\$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 5:00 pm	P & Z MEETING 2:00 pm COUNCIL CHAMBERS	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.

FEE 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

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

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

2026 BOARD of ADJUSTMENT

APPLICATION DEADLINE 5:00 pm	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.