



CITY OF WICHITA FALLS

Variance Application

FOR OFFICE USE:

CASE NO. _____

FEE PAID _____

SIGNS ISSUED _____

Property Address: _____

Legal Description: _____

Zoning District: _____ Present Use: _____

Specific Request: _____

COMPLETE ITEMS 1 – 4 BELOW:

1. State special circumstances peculiar to the land, structure, or building which necessitate such request.

2. Demonstrate that the special conditions and circumstances are not a result of the actions of the applicant.

3. State how a literal interpretation of the provisions of this ordinance deprives the applicant of the rights enjoyed by others in the district.

4. State how granting the variance would not confer upon the applicant any special privilege which is denied by the ordinance to land, structure, or buildings in the district.

Applicant's Name: _____

Mailing Address: _____

Email Address: _____ Phone: _____

**** I hereby certify that all information provided is true and correct and all submission requirements have been met.

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

TO BE COMPLETED BY PLANNING:

VARIANCE

This application for a Variance is hereby:

Approved Disapproved Conditionally Approved (SEE ATTACHED CONDITIONS)

based on the Zoning Board of Adjustment's action on _____
(DATE)*

* The applicant shall obtain a building permit within 180 days from the date of this approval.

DEVELOPMENT SERVICES DESIGNEE

DATE

INSTRUCTIONS FOR VARIANCE

Submission Requirements: Submit site plan drawn to

scale Variance Procedure Fee: \$210.00

1. Submit completed application at least 30-days prior to the Zoning Board of Adjustment meeting date along with the prescribed fee. The Zoning Board of Adjustment meets the third (3rd) Wednesday of each month at 1:30 p.m. in the City Council Chambers, Memorial Auditorium, 1300 Seventh Street, First Floor.
2. A staff report for this application will be mailed to the applicant at least ten (10) days prior to the Zoning Board of Adjustment meeting date.

If you have further questions, please call the Planning Division at (940) 761-7451.



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

Public Works Engineering Division

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

Shanice Robinson, P.E.
Assistant City Engineer
Phone: (940) 761-7477
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Rick Branum
Development Review and Utility Coordinator
Phone: (940) 761-7477
Email: ricky.branum@wichitafallstx.gov

Planning Division

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

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

Health Department

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

Legal Department

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

Traffic Engineering Division

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

Historic Preservation

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

Property Management Division

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

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 | PLATS (PRELIM, FINAL, MINOR) DEADLINE | P&Z MEETING DATE |
|--------------------------------|--|--------------------------|
| 3:00 pm | | 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 | \$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 |