



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

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

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

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

Present Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Purposed Use/Purpose of Project \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Planning & Zoning Hearing Date:** This application is requested to be heard by the P&Z on (date) \_\_\_\_\_

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

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

\* See attached Fee Schedule

**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 \_\_\_\_\_

**Note:**

*A rezone 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, and such documents are sufficiently accurate and appropriate to the specific area proposed under the zoning application.*

**SUBMITTAL CHECKLIST & PROCEDURE**

**SUBMISSION REQUIREMENTS**

Two copies of a map of the area proposed for rezoning.

Two copies of a vicinity map showing property lines, streets, existing and proposed zoning.

**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. The Commission will make a recommendation to City Council.**
3. Appear before the City Council on the scheduled meeting date. The Council will review and act on the rezoning application.

**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.
3. Planning Division staff will post proposed rezoning signs on the property 15 days prior to the Planning and Zoning Commission meeting.

**NOTE:** Upon denial of a request for an amendment or change by the City Council, no identical request may be submitted within twelve (12) months from the date of the original request unless the applicant can show that substantial changes affecting the property have occurred.

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#### **ACKNOWLEDGEMENT STATEMENT**

- *I understand a rezone 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 Rezone request has been approved by the City Council and Planning and Zoning Commission.*

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

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

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

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

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

Applicant Address: \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

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

*TO BE COMPLETED BY PLANNING:*

#### **REZONING 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

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COMMUNITY DEVELOPMENT DESIGNEE

DATE



## 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)

#### **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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#### **Planning Division**

Fabian Medellin  
Planning Manager  
Phone: (940) 761-7445  
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#### **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  
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