



**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 \$150.00 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/Permitting Inquiries

Building Inspections Division

Ricky Horton
Chief Building Official
Phone: (940) 761-7460
Email: ricky.horton@wichitafallstx.gov

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

Public Works Engineering Division

Blane Boswell
City Engineer
Phone: (940) 761-7477
Email: blane.boswell@wichitafallstx.gov

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

Planning Division

Fabian Medellin
Planning Manager
Phone: (940) 761-7445
Email: fabian.medellin@wichitafallstx.gov

Health Department

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

Fire Department

Cody Melton
Fire Marshal
Phone: (940) 761-8843
Email: cody.melton@wichitafallstx.gov

Traffic Engineering Division

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

Property Management Division

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

Legal Department

James McKechnie
Deputy City Attorney
Phone: (940) 761-7627
Email: james.mckechnie@wichitafallstx.gov

Historic Preservation

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

Administration

Terry Floyd
Director of Development Services
Phone: (940) 761-7451
Email: terry.floyd@wichitafallstx.gov

For Any Other Questions

Christal Cates
Senior Admin., Development Services
Phone: (940) 761-7451
Email: christal.cates@wichitafallstx.gov