



**CITY OF WICHITA FALLS  
PLANNED UNIT DEVELOPMENT  
(PUD)  
APPLICATION**

FOR OFFICE USE:

CASE NO. \_\_\_\_\_

FEE PAID \_\_\_\_\_

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
LOT(S) BLOCK SECTION SUBDIVISION

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

Proposed Planned Unit District:

Planned Unit Development Residential Use (PUD-RU) - A district that is primarily for the low to medium density development of unique forms of detached single-family housing utilizing individually platted lots. A PUD-RU development utilizes the total space within a development by creating common open spaces, scenic and recreational areas, and other spaces, which will compensate for the reduction of land area dedicated for the residential structure. A minimum acreage for a PUD-RU shall be a lot or designated district boundary of no smaller than 1.5 acres, not to include right of ways.

Planned Unit Development Mixed Use (PUD-MU) - A district that is primarily for medium residential to limited commercial uses offering specialized developments offering a mix of residential forms consisting of single family detached to multifamily and commercial uses convenient to servicing the residential community in a live, work, and play development. For a PUD-MU there shall be no minimum acreage requirement.

Planned Unit Development Commercial Use (PUD-CU) - A district that is primarily intended for heavy commercial uses up to heavy industrial uses. Careful consideration will be given to commercial and industrial uses, and their impacts on adjacent land uses and districts. The proposed uses will be required to meet environmental standards to protect soil, air, and water from potential adverse impacts and pollutants from the proposed uses. For a PUD-CU there shall not be a minimum acreage requirement.

Proposed Use: \_\_\_\_\_

Present Use: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant's Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I hereby certify that all information provided is true and correct; that I have been informed of the date and time that this request will be considered by the Planning and Zoning Commission; and, that all required submissions (SEE REVERSE SIDE) have been provided.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

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

Owner's Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Owner's email address: \_\_\_\_\_

PLEASE NOTE: ■ See following pages for instructions and requirements "Instructions for PUD Rezoning Applications".

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

COMMUNITY DEVELOPMENT DESIGNEE \_\_\_\_\_

DATE \_\_\_\_\_

## INSTRUCTIONS FOR PUD REZONING APPLICATION

### SUBMISSION REQUIREMENTS TO BE DETERMINED AT A REQUIRED PRE-SUBMITTAL MEETING:

Submittal documentations may include.

1. The legal description of the land included in the site plan and the name of the owner, developer, and designer.
2. The type, location and square footage of each land use.
3. The maximum density.
4. The minimum lot size and width.
5. The maximum building height.
6. The minimum front, interior side, exterior side, and rear setbacks.
7. The number of curb cuts or driveways for each lot.
8. Other site development regulations required by city staff, the Planning and Zoning Commission or City Council.
9. A Public Works Master Plan for water, sanitary sewer, sanitation and stormwater drainage and detention.
10. In the case of an industrial use facility, the city staff, the Planning and Zoning Commission or City Council may require the following information:
  - A. Copy of the state application and permit;
  - B. Specific information describing which hazardous waste materials will be collected, processed or disposed of;
  - C. Detailed information related to the methods used to collect, process, or dispose of waste materials;
  - D. If waste materials are to be disposed of into the environment, the following studies prepared by a registered professional engineer may be required:
    1. Hazards, potential nuisances, and site safety;
    2. Noise contributions
    3. Effects on air quality
    4. Effects on water quality
    5. Visual quality
    6. Effects on historical, cultural, archeological resources
    7. Flood prone data; and

8. Other site specific requirements made necessary by the activity's effect upon the environment which might have been omitted above.
- E. An expert evaluation concerning the location, function, and characteristics of any building or use proposed. Such expert evaluations shall be by a Member of the Appraisal Institute (MAI)/ Senior Residential Appraiser (SRA) and shall specifically address the effect of the requested Planned Unit Development on adjacent land uses and property values.
11. A pre-submittal meeting shall be held with the land owner, developer and city staff prior to submittal to verify conformance with city ordinances, and review for any additional requirements.
12. Documentation showing maintenance of private streets and open spaces
13. A completed site plan with the following information as needed and determined by staff:
  - a. The location of all proposed uses including lot coverage and number of occupants or employees.
  - b. The outlines and square footage of all structures.
  - c. Private drives and public streets, showing direction of travel, ingress and egress to property, street widths and inside radii of all curves, along with adequate right-of-way to conform with the city's adopted Thoroughfare Plan.
  - d. The use of all properties adjacent to or directly affected by the PUD district.
  - e. Any adjacent or nearby property which the developer owns or holds a purchase option.
  - f. The surveyed boundary lines of the area included in the site plan, including angles, dimensions, and references to a section corner, quarter corner, or point on a recorded plat, an arrow pointing north, scale and lot area of the land included in the site plan to be provided by a licensed surveyor.
  - g. Parking spaces and driveways conforming to Section 6200 – Off Street Parking, Loading and Curb Cut Regulations.
  - h. Utility location, easements and drainage.
  - i. Sidewalks, type, height and location of signs, lighting and fencing or screening walls.
  - j. For single family development, lot area, lot width, lot depth, front, side and rear yard setbacks, community open space use, lot frontage of community open space, lot coverage and separation of buildings shall be shown on the site plan.
  - k. Each individual lot or parcel shall have direct vehicular access to a public street or alley or to a private street to be provided, maintained and thereby connect with a public street. Where access to lots or parcels is to be provided by private drive rather than public streets or alleys, adequate provisions shall be made for emergency and other service vehicles.
  - l. In addition to the above requirements city staff, the Planning and Zoning Commission or City Council may also require the following:

- i. Architectural drawings detailing the exterior design and materials, shape, height, size and floor area of all proposed structures;
- ii. Location of areas of landscaping or planting, yards, open space and common areas;
- iii. Other development and protective requirements considered necessary to create a reasonable transition to and protection for adjacent property.

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## **APPLICATION PROCESSING:**

### PROCEDURE:

1. Submit completed application at least 30-days prior to the Planning & Zoning Commission meeting date along with the prescribed fee (see below). Staff will determine once an application is considered complete and ready for submittal. The Planning & Zoning Commission meets the second Wednesday of each month at 2:00 p.m. in the Council Chambers, Memorial Auditorium, 1300 Seventh Street, Wichita Falls, Texas.
2. Applicant and/ or owner appear before the Planning & Zoning Commission on scheduled meeting date. 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 Planned Unit Development 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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### FEES:

Up to 5 acres.....	\$575.00
5 acres or more.....	\$575.00 +\$11.00 per acre or fraction thereof

If you have further questions or to schedule a pre-development meeting, please call the Planning Division at (940) 761-7451.

## **THE PLANNED UNIT DEVELOPMENT (PUD) PROCESS**

### **What is a rezoning?**

A Planned Unit Development (PUD) permanently changes the zoning classification of a property, usually at the request of the property owner. The process requires an application, a fee, and two public hearings. After receiving the application, the City staff notifies adjacent property owners and the Planning and Zoning Commission conducts a hearing. At the meeting, the Commission will vote on a formal recommendation that is forwarded to the City Council. The Council will vote on an ordinance changing the zoning. You will be notified of each of these hearings.

### **What is the reply form?**

As part of the Planned Unit Development (PUD) process, notification letters and reply forms are sent to property owners who own property within 200 feet of the proposed rezoning. Property owners may return their reply forms marked "In Favor", "Opposed" or "Undecided". The reply forms give the Planning and Zoning Commission the opportunity to review the opinions and comments of surrounding property owners. The Planning and Zoning Commission is under no obligation to make their rezoning recommendation based solely on public responses. Therefore it is important to state any specific concerns on the comments section of the reply form. If owners of more than 20 percent of the property within 200 feet of the proposed rezoning object in writing, a vote of three-quarters of the City Council will be required to approve the zoning change.

### **Who can attend the Planning and Zoning Commission Meeting?**

All citizens that have an interest in the proposed rezoning are encouraged to attend the public hearing.

### **Does the Planned Unit Development (PUD) obligate the property owner to develop a specific project?**

In a Planned Unit Development, the allowed uses as well as the developmental guidelines are crafted by the applicant and the City. These allowances are adopted as an ordinance governing what can or can't be constructed, allowed sizes, and where the construction is to take place. The ordinance governs the Planned Unit Development no matter who the property owner is, and can only be changed by amending the ordinance through the same process.



## 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 Heggland  
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.montgomry@wichitafallstx.gov](mailto:karen.montgomry@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 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.