



CITY OF WICHITA FALLS BUILDING INSPECTIONS DIVISION
FINAL PLAT APPLICATION AND SUBMITTAL CHECKLIST

PROPERTY INFORMATION: (Please PRINT or TYPE)

Project Address _____ Zoning Designation _____

Subdivision Name _____

Lot, Block, Section Information (new legal description) _____

Acreage: _____

Number of Lots on Plat _____

Description of Project _____

(i.e. Single-Family Development; Commercial; Industrial)

Proposed use of Project _____

Plat Application Complete: ☐ Yes ☐ No

Does the existing zoning designation of the subject tract allow for the proposed use(s)? ☐ Yes ☐ No

Preliminary Plat approved and Active (Sec. 5.5.): ☐ Yes ☐ No

Pre-Submittal Meeting Complete – if subdivision is over 5 lots (Sec. 3.4): ☐ Yes ☐ No

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

**See attached Plat Fee Schedule*

CIVIL ENGINEER/SURVEYOR/OWNER/APPLICANT - INFORMATION: (Please PRINT or TYPE)

Civil Engineer/Surveyor _____ Phone (____) _____ - _____ FAX (____) _____ - _____

Email Address (for project correspondence only): _____

Mailing Address _____

Contact Name _____

Property Owner _____ Phone (____) _____ - _____

Owner Email Address (for project correspondence only): _____

Mailing Address _____

Applicant (client) (if different than property owner) _____ Phone (____) _____ - _____

Client Email Address (for project correspondence only): _____

Mailing Address _____

Note:

*A plat 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 (including Appendix A Subdivision and Development), and such documents are sufficiently accurate and appropriate to the specific area proposed under the final plat application. Within 30 days after the complete plat application is formally submitted, the Planning and Zoning Commission shall approve or disapprove such plat.*

SUBMITTAL CHECKLIST

Note: Plat and public improvement plan requirements are outlined in City Ordinances, and a number of those requirements are referenced below (specifically the [City's Subdivision and Development Regulations](#)). The following checklist is not an exhaustive list of requirements, but is intended to provide guidance in the development of the final plat.

PLAT CLASSIFICATION

- ☐ **Final Plat:** This is a routine final plat, conforms to existing preliminary plat and incorporates all conditions imposed by the Planning and Zoning Commission (P&Z).
- ☐ **Minor Plat:** **With four or fewer lots** on an existing street without creating any streets, extension of municipal facilities or right-of-way (ROW) dedications.
- ☐ **Other (ex. Plat Vacation; Plat Notification):** _____
- ☐ **Planning & Zoning Hearing Date:** This plat is requested to be heard by the P&Z on (date) _____

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

SUBMISSION REQUIREMENTS

- ☐ Four black line copies of the plat (Sec. 3.7). No additional colors on plat copies.
- ☐ Legible-after-reproduction 8¼-inch [by] 11-inch copy of the plat that includes all information contained on the full-size plat, with the exception of field notes, metes and bounds descriptions, and signature blocks (Sec. 3.7).
- ☐ A legible 8¼-inch by 11-inch or 11-inch by 17-inch electronic version of the plat including all information contained on the full-size plat in a format required by the Planning Division or Department of Public Works (Sec. 3.7).
- ☐ The plat shall be drawn on sheets 22 inches by 34 inches with a minimum three-quarter-inch binding margin on the left side of the sheet and one-quarter-inch margins on the other three sides (Sec. 3.7).
Note: An alternative size may be considered by the Planning Division and/or Department of Public Works if legible in all respects and is compatible with archival requirements of the city.
- ☐ Plat drawn to a scale - 100 feet to one inch (Sec. 3.7).
Note: Other scales may be considered by the Planning Division and/or Department of Public Works if legible in all respects and is compatible with archival requirements of the city.
- ☐ Digital submittal of plat in acceptable format (.dwg and/or .pdf).
- ☐ Recorded separate instrument documents (including support documents) for any easements, agreements, right-of-way, or deed that traverses the property (Sec. 3.7).
- ☐ Plats sealed by a registered state of Texas land surveyor in accordance with Texas state law (Sec. 3.7).
- ☐ Paid Plat Application fee (Sec. 3.7).
Plat Closure Certificate (Report).

PLAT FORMAT

- ☐ "Final Plat" shall appear above subdivision name (Sec. 5.3 & Sec. 4.4).
- ☐ Show north arrow (Sec. 5.3 & Sec. 4.4).
- ☐ Title of the plat shall be printed in the largest lettering on the plat (Sec. 5.3 & Sec. 4.4).
- ☐ Show date of plat preparation, written and graphic scales, and north arrow (Sec. 5.3 & Sec. 4.4).
- ☐ Show location with respect to the original corner of the original survey or recorded (Sec. 5.3 & Sec. 4.4).
- ☐ Show the legal description of subdivision metes and bounds (Sec. 5.3 & Sec. 4.4).
- ☐ Indicate acreage: _____ acres (Sec. 5.3 & Sec. 4.4).
- ☐ Show "Point of Beginning" (Sec. 5.3 & Sec. 4.4).

PUBLIC IMPROVEMENTS

Detailed engineering plans of the proposed sewer facilities as required by the standard specifications (Sec. 5.3 & Sec. 6).

Detailed engineering plans of the proposed water facilities as required by the Department of Public Works (Sec. 5.3 & Sec. 6).

Revised: 03/21/22

- ☐ Detailed engineering plans of the proposed storm drainage facilities as required by the Department of Public Works (Sec. 5.3 & Sec. 6).
- ☐ All required public improvements have been constructed and accepted by the City, and/or an appropriate financing mechanism (i.e. letter of credit, bond) has been submitted to and accepted by said entities (Sec. 5.5 D.).
- ☐ Lots served by water, sewer, and public streets, unless otherwise approved by the Director of Public Works (Sec. 6.2, Sec. 6.5, Sec. 6.6).
- ☐ Septic system for the sanitary sewer solution is being proposed (Sec. 106-248).

**Note: Please schedule a meeting with staff to discuss any proposed septic system solution in advance of plat submittal.*

LEGAL DESCRIPTION

- ☐ Provide legal description and subdivision name (Sec. 5.3 & Sec. 4.4).
- ☐ A new subdivision name shall not be spelled or pronounced the same as any other subdivision within the City or extraterritorial jurisdiction (ETJ) (Sec. 5.3 & Sec. 4.4).

SIGNATURE BLOCKS – [See City of Wichita Falls Subdivision Ordinance \(Sec. 5.4 B\)](#)

- ☐ Show names, address, and phone numbers of all existing recorded owners.
- ☐ Signature block/content for authorized agent or representative for owner (provide agent's title and position).
- ☐ Signature block/content for Surveyor.
- ☐ Signature block/content for Tax Collector.
- ☐ **Staff/Commission Signature Blocks:**
 - ☐ Planning Commission Chairperson
 - ☐ Director of Public Works
 - ☐ Director of Development Services *(for minor plats)*

SUBDIVISION OF LAND

- ☐ Variance requests, in accordance with subdivision regulations, have completed the respective process (Sec. 14).
- ☐ Names of adjoining subdivisions and notation as to whether adjoining properties are platted (Sec. 5.3 & Sec. 4.4).
- ☐ Show previously platted lots and existing features within the subdivision with a light dashed line (Sec. 5.3 & Sec. 4.4).
- ☐ Show new subdivision boundaries by heavy (bolded) line(s) (Sec. 5.3 & Sec. 4.4).
- ☐ Show computed acreage of subdivision (Sec. 5.3 & Sec. 4.4).
- ☐ Primary control points with description and location of points with ties to original block corners (Sec. 5.3 & Sec. 4.4).
- ☐ Provide plat closure check sheet (1 to 50,000) (Sec. 5.3 & Sec. 4.4).

EXISTING SITE INFORMATION

- ☐ Exact locations and names of all roads, easements, reservations, alleys, or other public right-of-ways within and/or contiguous to the subdivision (Sec. 5.3 & Sec. 4.4).
 - ☐ Exact locations and dimensions of all lots, parks, public areas, permanent structures, water courses, irrigations canals, and drainage structures within and/or contiguous to the subdivision (Sec. 5.3 & Sec. 4.4).
- * Note: Staff will request this information if needed as a follow-up during plat review*
- ☐ Cross sections(s) of any existing ditches and canals within the subdivision with ties to the subdivision boundary (Sec. 5.3 & Sec. 4.4).
- * Note: Staff will request this information if needed as follow-up during plat review*
- ☐ Regulatory flood elevations and boundaries of flood prone, including floodways, if known (Sec. 5.3 & Sec. 4.4).
 - ☐ Location of City limits and extraterritorial jurisdiction (ETJ), if within or contiguous to the proposed subdivision (Sec. 5.3 & Sec. 4.4).

PREVIOUS PLAT

- ☐ Compare plat with previous plat and base map of the area. Look for changes in easements streets, etc., from previous plats. Existing dedications may require abandonment or closure.

INDIVIDUAL LOTS

- ☐ Every new lot must have a lot and block number (Sec. 5.3 & Sec. 4.4).
- ☐ Show Building Limit Line (BLL) on all lots (25' except for 15' residential exterior side) (Sec. 5.3 & Sec. 4.4).
- ☐ Check lots for minimum lot size and frontage (Sec. 5.3 & Sec. 4.4).:
 - **SF-1: 8500** s.f. for (except zero lot subd.) minimum lot width at building limit line: 60' (Sec. 3080 – Zoning Ord.)
 - **SF-2: 5000** s.f. for SF-2 and other zones. minimum lot width at building limit line: 50' (Sec. 3140 – Zoning Ord.)
 - **CBD:** No minimum in CBD, 50' in all other zones (Sec. 3810 – Zoning Ord.)
- ☐ Show side yard setbacks on corner lots. (15' BLL for residential; non-residential 25') (Sec. 5.3 & Sec. 4.4).
- ☐ Each lot must front a public street (Sec. 5.3 & Sec. 4.4).
- ☐ Show city limit lines (when applicable) and label “in” or “out” (Sec. 5.3 & Sec. 4.4).
- ☐ Ensure dimensions are present on every lot line (Sec. 5.3 & Sec. 4.4).

EASEMENTS

- ☐ Show easements that are previously dedicated as “previously dedicated” and give width. Include any separate document with the plat submittal. **Give volume and page of easements dedicated by separate instrument** (Sec. 5.3, Sec. 4.3 & 4.4).
 - ☐ Tie each easement down with dimensions, bearings and distances. Show location with respect to lot corners (Sec. 5.3 & Sec. 4.4).
 - ☐ Clearly define easements (i.e. utility, drainage, etc.) (Sec. 5.3, Sec. 4.4 & 6.3).
- Note: Utilities MAY NOT be located in exclusive drainage easements.**

STREETS

- ☐ Show existing street and alley R.O.W. widths and label “previously dedicated” (Sec. 5.3 & Sec. 4.4).
- ☐ Dedicate additional R.O.W. if required, equal to one-half the deficit width shown on the Thoroughfare Plan (Sec. 6.2).
- ☐ Label all proposed streets as “herein dedicated.” All streets and alleys should intersect at right angles. Leave minimum 125 ft. separation between street centerline at intersections. (Sec. 6.2).
- ☐ Check cul-de-sac length; 600 ft. maximum for residential, 900 ft. for commercial (Sec. 6.2).
- ☐ Check cul-de-sac R.O.W. width of 100 ft. minimum for residential and 200 ft. for commercial (Sec. 6.2).
- ☐ Dead-end streets shall not be allowed, except as provision for future streets with temporary turnaround.
- ☐ Unless approved by the Directors of Development Services and Public Works, no residential subdivision shall be platted so that a residence fronts onto or has direct access to an arterial street (minor or major), highway and highway frontage road (Sec. 6.2).

STREET NAMES AND ADDRESSING

- ☐ New street names shall not duplicate or sound like existing streets in the City or ETJ (Sec. 6.2).
- ☐ Name all streets. Check spelling of streets. Street names shall not be more than 12 letters (excluding suffix) (Section 94-322).
- ☐ Street extensions or new streets in alignment with existing streets shall continue with existing street name.

ADJACENT LAND

- ☐ Show previously platted lots or boundaries (Sec. 4.4).
- ☐ Show location, dimensions, or adjacent streets, alleys, drainage structures, parks, water courses, easements, and other R.O.W (Sec. 4.4).
- ☐ Show names of adjacent subdivisions and indicate lot and block for platted lots or property owner's name for unplatted tracts (Sec. 4.4).

FLOODPLAIN/FLOODWAY

- ☐ Clearly delineate any portion of the subdivision that lies within or abuts a designated floodplain and/or floodway (Sec. 4.4.G.3)

AIRPORT ZONING

- ☐ Check to see if tract is located in Airport Zoning height, noise, or use zone (Sec. 6.12).

DRAINAGE

- ☐ Show dedicated easement or right-of-way for any watercourse, drainage way, natural channel or stream (i.e. drainage easement) (Sec. 6.9).

Note: On-site detention facilities (i.e. stormwater detention facilities) are required for residential development over two (2) acres and for commercial development over one (1) acre at the time of building permit submittal.

ACKNOWLEDGEMENT STATEMENT

- *I understand a plat 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 understand that the requirements of a final plat are subject to the terms and conditions therein. This final plat 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 checklist by the applicant shall be an acknowledgment that all of the required items on the above list have been submitted.*
- *I also understand, according to the City of Wichita Falls Subdivision and Development Ordinance (Sec. 3.2), no building permit will be issued until the plat has been approved by the Planning and Zoning Commission and filed in the office of the County Clerk.*

Project Name: _____

* **Property Owner** _____ **Date** _____

Owner Address: _____ Phone/Fax: _____

Signature: _____

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

Client (if different than owner) _____ **Date** _____

Client Address: _____ Phone/Fax: _____

Signature: _____

Engineer/Surveyor _____ **Date** _____

Engineer/Surveyor Address: _____ Phone/Fax: _____

Signature: _____



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
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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

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

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

Legal Department

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

Traffic Engineering Division

Larry Wilkinson
Superintendent
Phone: (940) 761-7640
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Historic Preservation

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

Property Management Division

Pat Hoffman
Property Management Administrator
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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.