



CITY OF WICHITA FALLS
**CONDITIONAL USE
APPLICATION**
For Carports ■ Rev/2015

FOR OFFICE USE:

CASE NO. _____

FEE PAID _____

Property address: _____

Legal description: _____
LOT(S) BLOCK SECTION SUBDIVISION

Proposed materials: Poles: _____ Roof: _____

Proposed carport dimensions: _____ Property platted? [] Yes [] No

Address of a carport similar in appearance to the one being proposed: _____

Applicant's name: _____

Applicant's mailing address: _____ Zip: _____

Applicant's email address: _____

Applicant's: Work Phone: _____ Home Phone: _____ Cell Phone: _____

Applicant's signature: _____ Date: _____

The above signature of the applicant certifies that all information provided is true and correct; that the applicant was informed of the date and time this request will be considered by the Planning and Zoning Commission; and, that all required submissions (SEE REVERSE SIDE) have been provided.

Owner(s) name: _____

Owner's mailing address: _____ Zip: _____

Owner's email address: _____

Owner's: Work Phone: _____ Home Phone: _____ Cell Phone: _____

Owner's signature: _____ Date: _____

PLEASE NOTE: ■ Failure to submit the site plan to scale with all required information may be grounds for denial of the request.
■ See instructions for site plan submission requirements.

TO BE COMPLETED BY PLANNING:

CONDITIONAL USE PERMIT

Based on the Planning and Zoning Commission's action on _____ a Conditional Use Permit is hereby:

[] Approved [] Disapproved [] Conditionally approved (SEE ATTACHED CONDITIONS)

NOTE: A CONDITIONAL USE PERMIT IS VALID FOR ONE (1) YEAR UNLESS A BUILDING PERMIT HAS BEEN ISSUED AND CONSTRUCTION IS ONGOING. AFTER ONE YEAR WITHOUT A BUILDING PERMIT BEING ISSUED, THE APPLICANT MUST REAPPLY FOR A CONDITIONAL USE PERMIT.

COMMUNITY DEVELOPMENT DESIGNEE _____

DATE _____

INSTRUCTIONS FOR CONDITIONAL USE APPLICATION

SUBMISSION REQUIREMENTS:

For a **carport** within the front or exterior side setback, submit a copy of an 8½" x 11" site plan in ink or computer drawn (**NO PENCIL, PLEASE**) showing the following:

1. Existing house with dimensions to the front and side property lines.
2. Proposed carport size and location

For **all other uses** submit an 8½" x 11" site plan in ink or computer drawn (**NO PENCIL, PLEASE**) showing the following:

1. The location, height, and intended use of existing and proposed buildings.
2. The location and number of existing and proposed parking and loading areas, and curb cuts.
3. The location and height of existing and proposed site improvements including signs, lighting, fencing, sidewalk, landscaping, etc.
4. The location and dimension of property lines, easements, and required building setbacks.

PROCEDURE

1. Submit completed application at least 30-days prior to the Planning and Zoning Commission meeting date along with a \$179.00 fee. The Commission meets the 2nd Wednesday of each month at 2:00 p.m.
2. **You should plan to appear before the Commission on the scheduled date to answer any questions the Commission members may have.**
3. Fees are not refundable.

NOTIFICATION

1. Planning Division staff will mail a copy of the staff report to the applicant at least 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

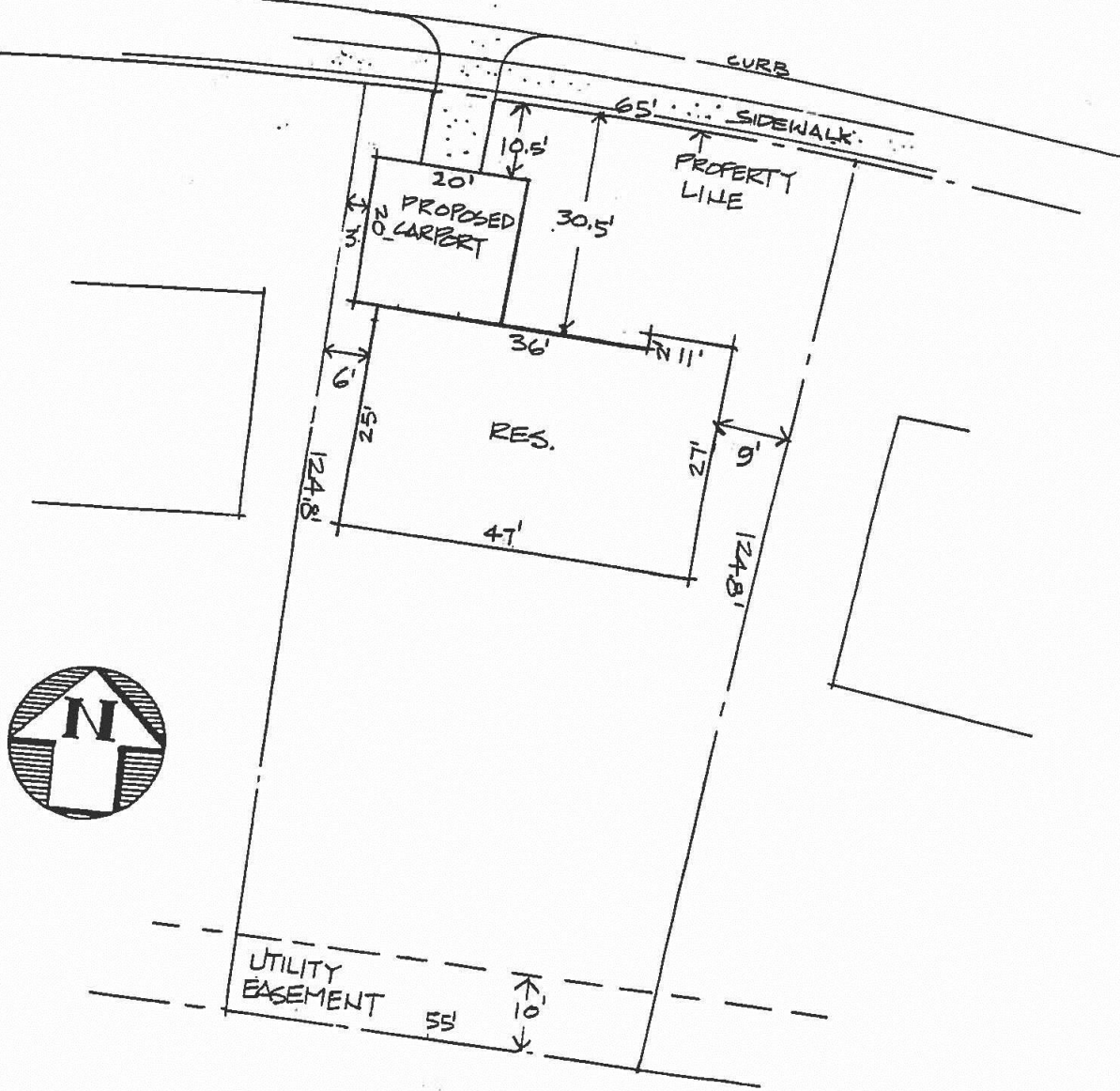
If you do not agree with the decision of the Planning and Zoning Commission, you may appeal the decision to the City Council.

The appeal must be made within ten (10) calendar days of the Planning and Zoning Commission meeting. Obtain the Appeal Application from the Planning Division office and return along with a \$104.00 fee.

IF YOU HAVE FURTHER QUESTIONS, PLEASE CALL THE PLANNING DIVISION AT (940) 761-7451.

SCALE 1"=20'

STREET



EXAMPLE OF SITE PLAN



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
Email: shanice.robinson@wichitafallstx.gov

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 Heggland
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.montgomry@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 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.