



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.**

**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

COMMUNITY DEVELOPMENT DESIGNEE

DATE



## Development Review Team – Staff Contact List

### Staff Contacts for Development/Permitting Inquiries

#### **Building Inspections Division**

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#### **Public Works Engineering Division**

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#### **Health Department**

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#### **Fire Department**

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#### **Traffic Engineering Division**

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#### **Property Management Division**

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Property Management Administrator  
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#### **Legal Department**

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#### **Historic Preservation**

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#### **Administration**

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Director of Development Services  
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#### **For Any Other Questions**

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