



**CITY OF WICHITA FALLS**

## Variance Application

**FOR OFFICE USE:**

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

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

**SIGNS ISSUED** \_\_\_\_\_

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

Legal Description: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Present Use: \_\_\_\_\_

Specific Request: \_\_\_\_\_

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**COMPLETE ITEMS 1 – 4 BELOW:**

1. State special circumstances peculiar to the land, structure, or building which necessitate such request.

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2. Demonstrate that the special conditions and circumstances are not a result of the actions of the applicant.

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3. State how a literal interpretation of the provisions of this ordinance deprives the applicant of the rights enjoyed by others in the district.

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4. State how granting the variance would not confer upon the applicant any special privilege which is denied by the ordinance to land, structure, or buildings in the district.

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

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

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\*\*\*\* I hereby certify that all information provided is true and correct and all submission requirements have been met.

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

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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TO BE COMPLETED BY PLANNING:

## **VARIANCE**

This application for a Variance is hereby:

Approved                      Disapproved                      Conditionally Approved (SEE ATTACHED CONDITIONS)

based on the Zoning Board of Adjustment's action on \_\_\_\_\_  
(DATE)\*

\* The applicant shall obtain a building permit within 180 days from the date of this approval.

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DEVELOPMENT SERVICES DESIGNEE

DATE

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## **INSTRUCTIONS FOR VARIANCE**

Submission Requirements: Submit site plan drawn to

scale Variance Procedure Fee: \$210.00

1. Submit completed application at least 30-days prior to the Zoning Board of Adjustment meeting date along with the prescribed fee. The Zoning Board of Adjustment meets the third (3<sup>rd</sup>) Wednesday of each month at 1:30 p.m. in the City Council Chambers, Memorial Auditorium, 1300 Seventh Street, First Floor.
2. A staff report for this application will be mailed to the applicant at least ten (10) days prior to the Zoning Board of Adjustment meeting date.

If you have further questions, please call the Planning Division at (940) 761-7451.



## 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  
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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 Hegglund  
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.montgomery@wichitafallstx.gov](mailto:karen.montgomery@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  
Interim 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)

# 2025 PLATS SCHEDULE



NOTIFICATION PLATS DEADLINE	PLATS (PRELIM, FINAL, MINOR) DEADLINE	P&Z MEETING DATE
3:00 pm		2:00 pm COUNCIL CHAMBERS
December 12, 2024	December 12, 2024	January 8, 2025
January 16, 2025	January 16, 2025	February 12
February 13	February 13	March 12
March 13	March 13	April 9
April 17	April 17	May 14
May 15	May 15	June 11
June 12	June 12	July 9
July 17	July 17	August 13
August 14	August 14	September 10
September 11	September 11	October 8
October 16	October 16	November 12
November 13	November 13	December 10
December 18	December 18	January 14, 2026

## 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	\$295.00
More than five acres	\$295.00
<i>Plus, additional per acre fee or fraction thereof up to \$500.00 maximum</i>	\$ 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

# 2025 AIRPORT BOARD of ADJUSTMENT

APPLICATION DEADLINE	ABOA MEETING DATE
5:00 pm COUNCIL CHAMBERS	
January 2, 2025	January 22
February 5	February 26
March 5	March 26
April 2	April 23
May 7	May 28
June 4	June 25
July 2	July 23
August 6	August 27
September 3	September 24
October 1	October 22
November 5	November 26
December 3	December TBD
January 7, 2026	January 28, 2026

**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 <i>Plus, additional per acre fee or fraction thereof up to \$500.00 maximum</i>	\$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



## 2025 REZONING & CONDITIONAL USE

APPLICATION DEADLINE	P & Z MEETING 2:00 pm COUNCIL CHAMBERS	CITY COUNCIL MEETING 8:30 am COUNCIL CHAMBERS
December 13, 2024	January 8, 2025	February 4
January 17	February 12	March 4
February 14	March 12	April 1
March 14	April 9	May 6
April 18	May 14	June 3
May 16	June 11	July 1
June 13	July 9	August 5
July 18	August 13	September 2
August 15	September 10	October 7
September 12	October 8	November 4
October 17	November 12	December 2
November 14	December 10	January 6, 2026
December 19	January 14, 2026	February 3, 2026

### 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.

### FEES 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

## 2025

## BOARD of ADJUSTMENT

APPLICATION DEADLINE	BOA MEETING DATE 1:30 pm COUNCIL CHAMBERS
December 26, 2024	January 15
January 29, 2025	February 19
February 26	March 19
March 26	April 16
April 30	May 21
May 28	June 18
June 25	July 16
July 30	August 20
August 27	September 17
September 24	October 15
October 29	November 19
November 26	December 17
December 31	January 21, 2026

### NOTE:

Planning staff will place Variance/Administrative Appeal signs on the property at least 15 days prior to the Board of Adjustment meeting.