



CITY OF WICHITA FALLS  
**APPEAL APPLICATION**  
**Conditional Use/Site Plan**

FOR OFFICE USE:

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

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

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

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

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

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

**NOTE TO APPLICANT: Please complete the applicable section below:**

**[ ] CONDITIONAL USE APPEAL TO CITY COUNCIL:**

Planning and Zoning Commission hearing date: \_\_\_\_\_

Action taken: \_\_\_\_\_

Reason for appeal: \_\_\_\_\_

**[ ] SITE PLAN REVIEW APPEAL TO PLANNING AND ZONING COMMISSION**

Planning Division's Staff's Action: \_\_\_\_\_

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

Reason for appeal: \_\_\_\_\_

**I certify that all information contained herein is true and correct and that all submission requirements have been met.**

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

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

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

\_\_\_\_\_ Zip: \_\_\_\_\_

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

Applicant's email address: (your email address will not be shared or sold to anyone; it is for Planning business only)

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**PERMIT (TO BE COMPLETED BY THE PLANNING DIVISION)**

The appeal application has been:

☐ Approved      ☐ Disapproved      ☐ Conditionally approved (SEE CONDITIONS BELOW)

Conditions: \_\_\_\_\_

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Based on the action taken on \_\_\_\_\_ of the ☐ City Council ☐ Planning and Zoning Commission

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

\_\_\_\_\_  
DATE

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**INSTRUCTIONS FOR APPEAL APPLICATION**

**CONDITIONAL USE APPEAL:**

Submit completed application along with a \$104.00 fee within ten (10) days of the Director of Community Development or designee's decision. The appeal shall be placed on the next regularly scheduled meeting of the City Council, but not less than fifteen (15) days from the date of the receipt of the application.

**SITE PLAN REVIEW APPEAL:**

Submit completed application along with a \$52.00 fee within ten (10) days of the Director of Community Development or designee's decision. The appeal shall be placed on the next regularly scheduled meeting of the Planning and Zoning Commission, but not less than fifteen (15) days from the date of the receipt of this application. The Planning and 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.

If you need additional information or have any questions, please call the Planning Division at (940) 761-7451

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