



CITY OF WICHITA FALLS – PLANNING DIVISION

PRELIMINARY PLAT APPLICATION AND SUBMITTAL CHECKLIST

PROPERTY INFORMATION: (Please PRINT or TYPE)

Project Address _____ Zoning Designation _____

Subdivision Name _____

Lot, Block, Section _____

Acreage _____ Number of Lots on Plat _____

Description of Project _____
(i.e. Single-Family Development; Commercial; Industrial)

Purposed use of Project _____

Is the Plat Application Complete (Sec. 5.3.A) ☐ Yes ☐ No

Is this a new Preliminary Plat (Sec. 4.2) ☐ Yes ☐ No

Is this a revised Preliminary Plat (Sec. 4.2) ☐ Yes ☐ No

Are Required Water, Sanitary Sewer, Streets and Drainage Master Plans Included? (Sec. 5.3.B) ☐ Yes ☐ No

Planning & Zoning Hearing Date – This plat is requested to be heard by the P&Z on (Sec 5.5.A) ____/____/____

Fee (Sec. 4.5) \$ _____

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

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

Email Address (for project correspondence only) _____

Mailing Address _____

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 preliminary 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, the [City's Subdivision and Development Regulations](#). The following checklist is intended to provide guidance in the development of the preliminary plat.

SUBMISSION REQUIREMENTS

- ☐ A complete application. (Sec. 4.7.A.1)
- ☐ Applicant master plans approved by the City Engineer, in writing, when the development is more than five lots, or as required. (Sec. 5.3.B)
- ☐ Recorded separate instrument documents (including support documents) for any easements, agreements, right-of-way, or deed that traverses the property. (Sec. 4.7.A.2)
- ☐ Four black line copies of the plat. (Sec. 4.7.A.3)
- ☐ A 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. 4.7.A.4)
- ☐ 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. 4.7.A.5)
- ☐ 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. 4.7.D)
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. 4.7.D)
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.
- ☐ Plats sealed by a registered state of Texas land surveyor in accordance with Texas state law. (Sec. 4.7.F)
- ☐ Paid Plat Application Fee. (Sec. 4.7.A.6)

PLAT CONTENT

- ☐ "Preliminary Plat" shall appear above subdivision name. (Sec. 5.4.B)
- ☐ Proposed name of the subdivision in the largest lettering on the plat. (Sec. 5.4.B)
- ☐ Names, addresses, and phone numbers of record owner(s), engineers, and surveyor. (Sec. 5.4.A)
- ☐ Date of preparation, written and graphic scales, and north arrow. (Sec. 5.4.I)
- ☐ Show location with respect to the original corner of the original survey or recorded. (Sec. 5.4.E)
- ☐ Show the legal description of subdivision metes and bounds. (Sec. 5.4.D)
- ☐ Show "Point of Beginning". (Sec. 6.4.G.2)
- ☐ Provide legal description of the subdivision by meets and bounds. (Sec. 5.4.D)
- ☐ A new subdivision name shall not be spelled or pronounced the same as any other subdivision within the City or ETJ. (Sec. 5.4.B)

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. 5.4.C)
- ☐ Show new subdivision boundaries by heavy bolded line(s). (Sec. 5.4.F)
- ☐ Show computed acreage of subdivision. (Sec. 6.4.G.2)
- ☐ Primary control points with description and location of points with ties to original block corners. (Sec. 5.4.E)

EXISTING SITE INFORMATION

- ☐ The location of existing structures to verify that a nonconforming situation has not been or will not be created. (Sec. 5.4.G.4)

- ☐ Exact locations and names of all roads, easements, reservations, alleys, or other public right-of-ways within and/or contiguous to the subdivision. (Sec. 5.4.G.1)
- ☐ Show previously platted lots and existing features within the subdivision with a light dashed line. (Sec. 5.4.G.2)
- ☐ 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. 5.4.G.2)
- ☐ Topographical information shall include contour lines on two vertical feet intervals. (Sec. 5.4.J)
- ☐ Delineation of regulatory flood elevations and boundaries of flood zone, including floodways. (Sec. 5.4.G.3)
- ☐ The location, dimensions, description, and flow line of existing water courses or drainage structures within the subdivision or adjoining tracts. (Sec. 5.4.G.3)
- ☐ Location of City limits and extraterritorial jurisdiction (ETJ), if within or contiguous to the proposed subdivision. (Sec. 5.4.G.1)
- ☐ Location of any noise contour line, approach/departure clearance surface, inner or outer horizontal surface, conical or transitional surface or other such surfaces as applicable for Sheppard Air Force Base and/or Kickapoo Downtown Airport. (Sec. 5.4.N)
- ☐ A vicinity map that shows the location of the project that shall show arterial and/or highways in the vicinity for reference. (Sec. 5.4.O)

INDIVIDUAL LOTS

- ☐ Every new lot must have a lot and block number. (Sec. 5.4.K)
- ☐ Show Building Limit Line (BLL) on all lots (25' except for 15' residential exterior side). (Sec. 3.10.B)
- ☐ Check lots for minimum lot size and frontage. (Sec. 3.10.F).:
 - **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. (Sec. 5.4.L)
- ☐ Each lot must front a public street. (Sec. 3.3.D)
- ☐ Show city limit lines (when applicable) and label “in” or “out”. (Sec. 5.4.M)
- ☐ Ensure dimensions are present on every lot line. (Sec. 5.4.G.2)

EASEMENTS

- ☐ Show easements that are previously dedicated as “previously dedicated” and give width. Give volume and page of easements dedicated by separate instrument. (Sec. 5.4.G.1).
 - ☐ Tie each easement down with dimensions, bearings and distances. Show location with respect to lot corners. (Sec. 5.4.H)
 - ☐ Clearly define easements (i.e. utility, drainage, etc.). (Sec. 5.4.G.2)
- Note: Typical rear yard easements are 15' with 7.5' on each lot. Utilities MAY NOT be located in drainage easements.*

STREETS

- ☐ Show existing street and alley R.O.W. widths and label “previously dedicated”. (Sec. 5.4.G.1)
- ☐ Dedicate additional R.O.W. if required, equal to one-half the deficit width shown on the Thoroughfare Plan. (Sec. 3.2.B.5.a)
- ☐ Label all proposed streets as “proposed to be dedicated.” All streets and alleys should intersect at right angles. Leave minimum 125 ft. separation between street centerline at intersections. (Sec. 5.4.H)
- ☐ Check cul-de-sac length; 600 ft. maximum for residential, 900 ft. for commercial. (Sec. 3.2.7)
- ☐ Check cul-de-sac turn around R.O.W. diameter of 100 ft. minimum for residential and 200 ft. for commercial. (Sec. 3.2.7).
- ☐ Dead-end streets shall not be allowed, except as provision for future streets with temporary turnaround. (Sec. 3.2.A.3)
- ☐ 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. 3.2.A.8)

STREET NAMES AND ADDRESSING

- ☐ New street names shall not duplicate or sound like existing streets in the City or ETJ. (Sec. 94-322.I)
- ☐ Name all streets. Check spelling of streets. Street names shall not be more than 12 letters. (excluding suffix) (Section 94-322 .6)
- ☐ Street extensions or new streets in alignment with existing streets shall continue with existing street name. (Sec. 94-322.I)

ADJACENT LAND

- ☐ Show previously platted lots or boundaries. (Sec. 5.4.G.2)
- ☐ Show location, dimensions, or adjacent streets, alleys, drainage structures, parks, water courses, easements, and other R.O.W. (Sec. 5.4)
- ☐ Show names of adjacent subdivisions and indicate lot and block for platted lots or property owner's name for un-platted tracts. (Sec. 5.4.C)

FLOODPLAIN/FLOODWAY

- ☐ Clearly delineate any portion of the subdivision that lies within or abuts a designated floodplain and/or floodway. (Sec. 5.4.G.3)

AIRPORT ZONING

- ☐ Check to see if tract is located in Airport Zoning height, noise, or use zone. (Sec. 5.4.N)

DRAINAGE

- ☐ 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. (Ordinance 29-2024, Stormwater Management, Chapter 106, Article VIII)

ACKNOWLEDGEMENT STATEMENT

- *I understand a preliminary 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 preliminary plat are subject to the terms and conditions therein. This preliminary 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 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 Subdivision and Development Ordinance (Sec. 3.2), no building permit will be issued until the final plat has been approved by the Planning and Zoning Commission and filed in the office of the County Clerk.*

Property Owner _____ **Date** _____

Address _____ **Phone** (____) ____ - _____

Signature: _____

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

Address _____ **Phone** (____) ____ - _____

Signature: _____

Engineer/Surveyor _____ **Date** _____

Address _____ **Phone** (____) ____ - _____

Signature: _____