

APPENDIX B – ZONING
7000 – ADMINISTRATIVE PROCEDURES

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7100. - SITE PLAN REVIEW PROCEDURE

[Sec.] 7105. - Purpose.

The purpose of the site plan review procedure is to allow for the evaluation of site and design features of uses other than single-family or duplex to ensure compatibility with adjacent and neighboring land uses; to afford a procedure for mitigating potentially unfavorable effects on adjacent or neighboring land uses; to ensure compatibility with the thoroughfare plan and other plans; and to ensure compliance with other regulations. Sections 7100 through 7199 shall be known as the site plan review procedure.

(Ord. No. 11-96, § 1, 2-6-1996)

[Sec.] 7110. - Jurisdiction and appeal process.

- A. The Planning Division shall be responsible for the administration of the site plan review procedure, who may use the services of other city departments in the administration of this provision.
- B. The Board of Adjustment shall be responsible to review and rule on administrative appeals in the interpretation of this provision under provisions as provided in section 7400.
- C. The Commission will be responsible for reviewing conditions placed on a site plan if the applicant requests such an appeal to the Commission by filing a request with the director of community development or [his] designee along with any fee required. Such request shall be placed on the agenda of the next regularly scheduled meeting of the Commission, but not less than 15 days from the date of receipt of such application, using the public notice procedure prescribed in section 7615.

(Ord. No. 11-96, § 1, 2-6-1996)

[Sec.] 7115. - Submission requirements.

- A. The site plan shall contain information necessary to evaluate the site for aesthetic appearance from public streets, its effect upon adjacent and neighboring land uses and the effect of such a plan upon traffic circulation. A site plan shall include the following information, and each element shall be detailed on the site plan with the appropriate notes:
 - 1. Name, address, and phone number of the applicant.
 - 2. Address and legal description of the property.
 - 3. The location, height, and intended use of existing and proposed buildings.
 - 4. The construction material of each building proposed or proposed to remain.
 - 5. Location of proposed or proposed to remain elements such as power poles and associated easements, other easements as may exist on the site, fences, water retention or detention facilities, and other such features or elements.
 - 6. The location and number of existing and proposed parking areas including handicapped spaces and required signage.
 - 7. Location of loading and docking areas and associated maneuvering areas. Maneuvering areas shall be documented on the site plan by showing the turning radius of a tractor/trailer truck using a tractor with dual rear axles and a trailer with dual axles unless other docking facility is proposed using other types of vehicles, and approved as to the type of vehicles. The intent of

APPENDIX B – ZONING
7000 – ADMINISTRATIVE PROCEDURES

this provision is to ensure obstruction-free maneuvering areas so as to not interfere or encroach with such required site elements as landscaping, parking and other such site elements.

8. Location and dimensioning of all ingress and egress points, curb cuts, adjacent rights-of-way and paving width, median locations and median openings, nearest streets intersecting this street and nearest signalized or otherwise controlled intersection.
 9. The location, description and height of proposed and proposed to remain site improvements including signs, lighting, fencing, drainage improvements, etc.
 10. The location, type and other such information as to proposed or proposed to remain landscaping materials.
 11. The location of irrigation lines for proposed and proposed to remain landscaping.
 12. Location, type and description of the condition of existing trees whose caliper exceeds four inches, and those trees proposed for removal whose caliper exceeds six inches.
 13. Location of floodplain and floodway boundaries if property is within these areas. If a project is proposed within a flood plain, a finished floor elevation shall be shown on all proposed structures.
 14. The location and dimension of boundary line easements and required yards of all existing and proposed buildings.
 15. The types of adjoining land uses.
 16. Location of all structures or other above grade elements proposed for demolition. If an area is proposed for fill, the applicant may be required to provide necessary calculations in conformance with the code of ordinances. In fulfilling this requirement, a grading plan may be required by the director of public works.
- B. To maintain compatibility of land uses along arterials and highways, an elevation plan may be requested to review the proposal and its relationship to adjacent or neighboring land uses. Such a plan may become a part of the building permit and will be reevaluated prior to issuance of a certificate of occupancy to ensure compliance to regulations herein.
- C. The director of community development shall have final authority to approve a site plan and shall ensure that site elements and placement thereof are in the best interest of the community as to appearance as viewed from a public street, function in relation to on-site and off-site traffic circulation, and the proposal in relationship to adjacent or neighboring land uses.

(Ord. No. 11-96, § 1, 2-6-1996)

[Sec.] 7120. - Approval process.

- A. The application for site plan review shall be filed with the director of community development or [his] designee, who shall approve, conditionally approve, or disapprove a site plan within 21 days of the submission.
- B. A site plan receiving approval shall be considered preliminarily approved. Final approval shall be the result of determinations made by the building official as to conformance of the as-built conditions in relationship to the approved site plan. If it is determined by the building official that the built site is not in conformance with the approved site plan, the director of community development shall determine whether or not the built condition of the site is in conformance with section 7115A as it relates to the effect of the site conditions upon on-site and off-site traffic circulation and the effect upon adjacent or neighboring land uses. If the director determines that the built site is in conformance with the intent of this provision, he shall order that a certificate of occupancy be issued. Such order shall consider conformance to other regulations as may apply or [be] required by this Code of Ordinances.

APPENDIX B – ZONING
7000 – ADMINISTRATIVE PROCEDURES

(Ord. No. 11-96, § 1, 2-6-1996)

[Sec.] 7125. - Review criteria.

Site plans will be reviewed and evaluated for consistency with the zoning ordinance and other ordinances or plans as may apply.

(Ord. No. 11-96, § 1, 2-6-1996)

[Sec.] 7130. - Lapse of approval.

A site plan approval shall be valid for one year from the date of approval unless prior to such expiration date a building permit is issued and construction has commenced, is currently underway and is being diligently pursued towards completion.

A site plan may be renewed for an additional year only upon application by the applicant; however, such renewal may be subject to additional conditions of approval. Under this provision, no previous site plan shall be considered unless in compliance with this provision.

(Ord. No. 11-96, § 1, 2-6-1996)