



## CITY OF KILLEEN - PLAT APPLICATION

### Requirements for all plat submittals:

*All plat application materials must be submitted through MGO by 11:00 a.m. on the intake deadline.*

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

- Completed plat application (must be signed original)
  - Must be signed by the property owner, or
  - In the case of a corporation or partnership, documentation must be provided authorizing a single party to sign on behalf of the corporation or partnership (e.g., Corporate Resolution, Minutes, Certificate of Formation)
- Application fees (All payment methods accepted, except American Express; checks made payable to City of Killeen)
  - Plat Application Fee: \$500.00 + \$25.00 per lot (indicate proposed number of lots here: \_\_\_\_)
  - Traffic Impact Analysis (TIA) Worksheet Fee: \$100 (preliminary plats, only)
  - Technology Fee: \$10.00
  - Indicate total required fees here: \$ \_\_\_\_\_
- Warranty deed (showing current ownership of the property)
- Copy of deed restrictions (existing or proposed, if applicable)
- Dedication instrument (signed original, must be notarized)
- Field notes (signed original, must be sealed by surveyor)
- Parkland Dedication Worksheet (residential subdivisions)
- Infrastructure Acceptance Letter (if plat had preliminary plat, only)
- For final plat application, copy of signed preliminary plat (signed by Planning Division)
- Signature block on plat for Bell County Appraisal District
- Tax certificates (preliminary plats, only)
- Completed Traffic Impact Analysis (TIA) Worksheet (preliminary plats, only)
- Digital copies of all submittal documents (submitted through MGO portal)
  - Electronic copies in .pdf format of all submittal documents
  - CAD files of plat and utility layouts in .dwg format
  - File names should include the name of the plat, and the name of each application document (i.e., "Jones Addition\_Field Notes")

### Additional engineering requirements for certain plats:

- Water and sewer system layout (prepared in accordance with the City's Infrastructure Design and Development Standards Manual)
- Drainage analysis (prepared in accordance with the City's Drainage Design Manual)
- TxDOT preliminary access/drainage letter (for plats with frontage on a TxDOT road)
- Storm Water Management Site Plan (SWMSP)
- Letters from utility providers (for areas located outside City of Killeen's CCN)

### Additional requirements for plats in the ETJ:

- Letter from Water supply entity
- Letter from Bell County Health Department



## CITY OF KILLEEN - PLAT APPLICATION

### Additional requirements when submitting plat corrections:

*All submittal materials must be submitted through MGO.*

#### **INCOMPLETE CORRECTIONS WILL NOT BE PROCESSED**

- Comment response letter
- Plat drawings (scaled drawings no smaller than 1" =100')
- Digital copies of all submittal documents

### Additional requirements prior to recordation:

- One (1) mylar and one (1) paper copy of plat (must have original signatures; all signatures must be notarized)
  - Hard copies (scaled drawings no smaller than 1" =100') 24 in. x 36 in.
- Mylars must be signed by the Bell County Tax Appraisal District prior to recordation
- Recording fee (check only, made payable to Bell County Clerk's Office)
  - \$25.00 per mylar page
  - \$10.00 for the first dedication / field note page + \$4.00 for each additional page
- Park development fee (All payment methods accepted, except American Express; checks made payable to City of Killeen, due at the time of mylar submittal)
  - \$450 per single-family unit
  - \$250 per multi-family unit
- Fees-in-lieu of parkland dedication (All payment methods accepted, except American Express; checks made payable to City of Killeen, due at the time of mylar submittal)
  - \$750 per single-family unit
  - \$650 per multi-family unit
- Dedication instrument (signed original, must be notarized)
- Field notes (signed original, must be sealed by surveyor)
- CAD files of plat and utility layouts
  - Electronic copies of the plat file and any proposed utility layouts in .dwg format

**Note:** ALL signatures must be original signatures for recordation purposes.

*For additional plat requirements, please reference Killeen Code of Ordinances,  
Chapter 26 - Subdivisions and Other Property Developments.*



CITY OF KILLEEN - PLAT APPLICATION

Plat Name: \_\_\_\_\_

Type:  Preliminary  Final  Replat  Minor  Amended

Name(s) of Property Owner(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Type of Ownership:  Sole Ownership  Partnership  Corporation  Other

Recorded Copy of Warranty Deed: Is a copy of the appropriate deed(s) attached?  YES  NO

Name of Developer: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Engineer/Surveyor: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Is the Property:  Within City Limits  Within the ETJ (5.0 miles)

Proposed Land Use: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Address/ Location of property to be platted: \_\_\_\_\_

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

Replats and Amendments: During the preceding five (5) years, was the platted property limited by an interim or permanent zoning classification to residential use for not more than two residential units per lot? Yes/No During the preceding five (5) years, was any lot in the preceding plat limited by deed restrictions to residential use for not more than two residential units per lot? Yes/No Attach a copy of applicable deed restrictions or a (notarized) letter from the applicant stating that no deed restrictions apply.

What is the reason for the replat / amendment? \_\_\_\_\_

Owner(s) must initial:

\_\_\_\_\_ I hereby certify that all fees/charges owed by me/us to the City concerning any prior plats and/or subdivisions have been paid in full as of the date of this application.

\_\_\_\_\_ I understand that if a plat requires a subdivision variance, I must obtain approval from the Planning and Zoning Commission prior to the plat being recorded with the Bell County Clerk's Office.



**APPOINTMENT OF AGENT**

As owner of the subject property, I hereby appoint the person designated below to act for me, as my agent in this request.

Name of Agent: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

I acknowledge and affirm that I will be legally bound by the words and acts of my agent, and by my signature below, I fully authorize my agent to:

be the point of contact between myself and the City; make legally binding representations of fact and commitments of every kind on my behalf; grant legally binding waivers of rights and releases of liabilities of every kind on my behalf; consent to legally binding modifications, conditions, and exceptions on my behalf; and, to execute documents on my behalf which are legally binding on me.

**I understand that the City will deal only with a fully authorized agent.** If at any time it should appear that my agent has less than full authority to act, then the application may be suspended, and I will have to personally participate in the disposition of the application. I understand that all communications related to this application, are part of an official proceeding of City government and, that the City will rely upon statements made by my agent. Therefore, **I agree to hold harmless and indemnify the City of Killeen, its officers, agents, employees, and third parties who act in reliance upon my agent's words and actions from all damages, attorney fees, interest and costs arising from this matter.** If my property is owned by a corporation, partnership, venture, or other legal entity, then I certify that I have legal authority to make this binding appointment on behalf of the entity, and every reference herein to "I", "my," or "me" is a reference to the entity.

Signature of Agent: \_\_\_\_\_ Title: \_\_\_\_\_

Printed/Typed Name of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Title: \_\_\_\_\_

Printed/Typed Name of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Title: \_\_\_\_\_

Printed/Typed Name of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Title: \_\_\_\_\_

Printed/Typed Name of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Applications must be signed by the individual applicant, each partner of a partnership, or by an authorized officer of a corporation or association.**

*Application Revised: February 2025*



## CONTACT LIST

### City of Killeen Contacts:

#### **Planning**

Wallis Meshier; CNU-A, Director of  
Development Services  
(254) 501-7621  
[wmeshier@killeentexas.gov](mailto:wmeshier@killeentexas.gov)

David Hermosillo; Senior Planner  
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Maria Lopez; Senior Planner  
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[mlopez@killeentexas.gov](mailto:mlopez@killeentexas.gov)

Joann Lomas; Planning Technician  
(254) 501-7631  
[jlomas@killeentexas.gov](mailto:jlomas@killeentexas.gov)

#### **Engineering**

Andrew Zagars, P.E., City Engineer  
(254) 616-3179  
[azagars@killeentexas.gov](mailto:azagars@killeentexas.gov)

David Koberlein, P.E., Development Engineer  
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Nilka Rosado, Stormwater Project Manager  
(254) 616-3174  
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Christopher S. Hoch, Engineering Associate  
(254) 616-3175  
[choch@killeentexas.gov](mailto:choch@killeentexas.gov)

#### **Fire Marshall**

James Chism, Assistant  
Chief/ Fire Marshall  
(254) 501-6584  
[jchism@killeentexas.gov](mailto:jchism@killeentexas.gov)

### Utility Providers:

#### **Oncor Electric Delivery**

Carmen Pedraza  
Single family/small commercial  
[carmen.pedraza@oncor.com](mailto:carmen.pedraza@oncor.com)  
254-554-2264 O

Derek Cliff  
Large developments/multi lots  
[Derek.Cliff@oncor.com](mailto:Derek.Cliff@oncor.com)

#### **Atmos Energy Corporation – Mid-Tex Division**

Rusty Fischer, Engineer  
254-449-2749  
[Rusty.Fischer@atmosenergy.com](mailto:Rusty.Fischer@atmosenergy.com)

Eric Tate, Marketing Rep  
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#### **Lumen**

Jim Tankersley  
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Chris Mcguire  
[Chris.a.mcguire@lumen.com](mailto:Chris.a.mcguire@lumen.com)

#### **Spectrum**

Shaun Whitehead  
[shaun.whitehead@charter.com](mailto:shaun.whitehead@charter.com)

### External Contacts:

#### **Bell County Engineer's Office**

[Road.Bridge@bellcounty.texas.gov](mailto:Road.Bridge@bellcounty.texas.gov)

Duane Herrera  
(254) 933-5275  
[Duane.Herrera@bellcounty.texas.gov](mailto:Duane.Herrera@bellcounty.texas.gov)

Gary Stermer, Engineering Technician  
(254) 933-5275  
[Gary.Stermer@bellcounty.texas.gov](mailto:Gary.Stermer@bellcounty.texas.gov)

#### **Bell County Public Health District**

Kent Stephens, Environmental Health Director  
(254) 526-3197  
[kstephens@bellcountyhealth.org](mailto:kstephens@bellcountyhealth.org)

Plat Review  
[ossf@bellcountyhealth.org](mailto:ossf@bellcountyhealth.org)

#### **TxDOT - Waco District**

Richard Rangel  
[richard.rangel@txdot.gov](mailto:richard.rangel@txdot.gov)

Stephen Kasberg  
[Stephen.Kasberg@txdot.gov](mailto:Stephen.Kasberg@txdot.gov)

#### **West Bell County Water Supply Corporation**

Bob Whitson, General Manager  
(254) 634-1727  
[westbellwater@hotmail.com](mailto:westbellwater@hotmail.com)

#### **Clearwater Underground Water Conservation Dist.**

Dirk Aaron, General Manager  
(254) 933-0120  
[daaron@cuwcd.org](mailto:daaron@cuwcd.org)

Corey Dawson  
[cdawson@cuwcd.org](mailto:cdawson@cuwcd.org)

#### **Bell County WCID #6**

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[wcid6@yahoo.com](mailto:wcid6@yahoo.com)