



## CITY OF KILLEEN - FLUM AMENDMENT APPLICATION

### Requirements for all FLUM amendment application submittals:

*All FLUM amendment application materials must be submitted by 11:00 a.m. on the intake deadline.*

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

- Pre-application meeting
  - Applicant shall schedule a pre-application meeting with staff prior to submitting a FLUM amendment application
  
- Completed FLUM amendment application (original, signed)
  - 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 fee (all payment methods accepted, except American Express; checks made payable to City of Killeen)
  - FLUM Amendment Application: \$500.00 + \$10.00 Tech Fee
  
- Description of property location (in one of the following forms)
  - Property address
  - Property survey
  - Legal description (subdivision name with lot and block)
  - Metes and bounds description
  
- Warranty deed (showing current ownership of the property)
  
- Letter of request signed by property owner or applicant must include the following information:
  - What is the reason for the request and proposed use of the property?
  - Is the proposed amendment consistent with the principles and policies set forth in the Comprehensive Plan?
  - Is the proposed amendment compatible with the character of the surrounding area?
  - What is the impact of the proposed amendment on infrastructure provision including water, wastewater, drainage, and the transportation network?
  - What is the impact of the proposed amendment on the City's ability to provide, fund, and maintain services?
  - What is the impact of the proposed amendment on environmentally sensitive and natural areas?
  - What specific conditions (e.g., population size and or characteristics, area character and building form, property/structure conditions, infrastructure or public services, market factors including need for more land in a particular designation, etc.) have changed sufficiently to render the current map designation(s) inappropriate or out-of-date?
  
- Digital copies of all submittal documents
  - Electronic copies in .pdf format of *all* submittal documents
  - Must be provided on a disc (CD or DVD) or USB flash drive
  - File names should include the name of the plat, and the name of each application document (i.e. "Jones Addition\_Field Notes")

*For a copy of the current Comprehensive Plan, please visit  
<https://www.killeentexas.gov/573/Our-Killeen-Plan>*



## CITY OF KILLEEN - FLUM AMENDMENT APPLICATION

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

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

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

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

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

Name of Applicant: \_\_\_\_\_  
(If different than Property Owner)

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

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

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

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

Address/Location of property proposed for FLUM amendment: \_\_\_\_\_

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

Type of Ownership:     Sole Ownership     Partnership     Corporation     Other

Present FLUM Designation: \_\_\_\_\_ Present Use: \_\_\_\_\_

Proposed FLUM Designation: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

This property was conveyed to owner by deed dated \_\_\_\_\_ and recorded in Volume \_\_\_\_\_,  
Page \_\_\_\_\_, Instrument Number \_\_\_\_\_ of the Bell County Deed Records.  
(Attached)



## 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: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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; to consent to legally binding modifications, conditions, and exceptions on my behalf; and, to execute documents on my behalf which are legally binding on me. This authorization only applies to this specific FLUM amendment request.**

**I understand that the City will deal only with a fully authorized agent.** 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: \_\_\_\_\_

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

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

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

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

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

*Application Revised: May 2024*



## City of Killeen Contacts:

### **Planning & Development Services**

Wallis Meshier, CNU-A;  
Assistant Director of Development Services  
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**CITY OF KILLEEN  
APPLICATION**

**For Office Use Only:**

Applicant: \_\_\_\_\_ Case #: \_\_\_\_\_ Intake Date: \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_ Payment Received by: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Cash/CC/MO#/Check#: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Project Name: \_\_\_\_\_ Agent: \_\_\_\_\_

- FLUM Amendment \_\_\_\_\_
- Zoning Change Request \_\_\_\_\_
- Plat Application \_\_\_\_\_
- Parkland Dedication Fee \_\_\_\_\_
- Subdivision Variance \_\_\_\_\_
- Zoning Variance \_\_\_\_\_
- Special Exceptions \_\_\_\_\_
- TIA-DW \_\_\_\_\_