



City of Killeen – Development Services - Engineering
Subdivision / Public Infrastructure
Construction Plan Review Checklist

PRINT

Submission Requirements:

*All items listed below MUST be included with subdivision/construction plan submittals to the Public Works - Engineering Division.

*For any submissions to be considered administratively complete and for formal review, provide the following:

- Subdivision Construction Plan Review Fee (per Ch. 2-150(p)):
 (cash or check, only; checks made payable to City of Killeen)
 - One (1) to ten (10) acres - \$500.00
 - Over ten (10) to fifty (50) acres - \$750.00
 - Over fifty (50) acres - \$1000.00
- Engineer sealed construction drawings and/or documents (in accordance with current TBPE requirements)
 - Hard copies: One (1) 24" x 36" and Two (2) 11" x 17", One (1) full copy of additional documents
 - Digital pdf copies of all submittal documents (or other preapproved electronic format); File names shall include the name of the subdivision and the name of each type of document (e.g. – "Drainage Analysis/Report, Construction Documents or CD", etc.) Construction Documents, Reports, etc. shall be grouped in one electronic file (i.e. individual files for each sheet will not be accepted, unless due to software/hardware limitations). All digital copies shall be legible and orientated in the way the documents are meant to be read.
- Complete Project Information, Developer, Point of Contact/Agent, and Appointment of Agent sections of this form, if applicable.

To make the review process more efficient, please complete the following, where applicable:

Project Information:

Project Name: _____
 Platted Subdivision Name: _____
 Approved Date of Subdivision Plat: _____
 Name(s) of Property Owner(s): _____
 Address: _____
 City: _____ State: _____ Zip/Postal Code: _____
 Primary Phone: _____ Cell/Alt. Phone: _____
 Email: _____

Developer:

same as property owner

Name: _____
 Address: _____
 City: _____ State: _____ Zip/Postal Code: _____

Point of Contact (PoC) / Agent:

same as property owner

All correspondence will go to this individual. (Complete *Appointment of Agent* section, if not the property owner)

Name: _____ Title: _____
 Address: _____
 City: _____ State: _____ Zip/Postal Code: _____
 Primary Phone: _____ Cell/Alt. Phone: _____
 Email: _____

FOR STAFF USE ONLY

fee verified

Applicant: _____ Construction plan #: _____
 Received Date: _____ Received By: _____ Title: _____
 Amt. Paid: \$ _____ Cash / MO # / Check # _____ Receipt#: _____
 Assigned W Case Man ger: _____



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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/Postal Code: _____
 Primary Phone: _____ Cell/Alt. 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 Name of Agent: _____ Date: _____

Signature of Property Owner: _____ Title: _____
 Printed Name of Property Owner: _____ Date: _____

Signature of Property Owner: _____ Title: _____
 Printed Name of Property Owner: _____ Date: _____

Signature of Property Owner: _____ Title: _____
 Printed Name of Property Owner: _____ Date: _____

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

Review Schedule: Review will begin after all items are deemed administratively complete. A confirmation email will be sent to the PoC/Agent from the Public Works Engineering Division Case Manager. In accordance with Chapter 26-81 of the City of Killeen’s code of ordinances, reviews will not begin prior to plat approval by all controlling City commissions OR, if within the City of Killeen’s ETJ, Bell County and City plat approvals. Construction document submission(s) will not be accepted before this time.