



## CITY OF KILLEEN - PLAT APPLICATION

### Requirements for all plat submittals:

*All plat application materials must be submitted 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: \$ \_\_\_\_\_
- Completed Traffic Impact Analysis (TIA) Worksheet (preliminary plats, only)
- Plat drawings - hard copies (scaled drawings no smaller than 1" = 100')
  - Three (3) 24 in. x 36 in. (must be folded, not rolled)
  - Two (2) 11 in. x 17 in.
- Warranty deed (showing current ownership of the property)
- Parkland Dedication Worksheet
- Field notes (signed original, must be sealed by surveyor)
- Copy of deed restrictions (existing or proposed, if applicable)
- Signature block on plat for Bell County Appraisal District
- Digital copies of all submittal documents
  - Electronic copies in .pdf format of all submittal documents
  - CAD files of plat and utility layouts in .dwg format
  - 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")

### 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 plat correction materials must be submitted by 11:00 a.m. on the correction intake deadline.*

**INCOMPLETE CORRECTIONS WILL NOT BE PROCESSED**

- Comment response letter
- Plat drawings - hard copies (scaled drawings no smaller than 1" = 100')
  - Three (3) 24 in. x 36 in. (must be folded, not rolled)
- 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)
- 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 (check 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
  - \$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: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Is there a simultaneous rezoning of any part of this property?  YES  NO

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 I must obtain approval from the Planning and Zoning Commission (except in the case of minor plats) prior to the plat being recorded with the Clerk of Bell County.



## 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: May 2024*

# Traffic Impact Analysis (TIA) Determination Worksheet

Applicant must have completed worksheet included in application submittal.

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

Location: \_\_\_\_\_

Applicant: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Application Status:  Zoning  Preliminary Plat  Commercial Site Plan  Change-Use

**EXISTING:**

**FOR OFFICE USE ONLY**

Lot/ID Number	Tract Acres	Bldg. Sq. Ft.	Zoning	Land Use	I.T.E. Code	Trip Rate	Trips Per Day

**PROPOSED:**

**FOR OFFICE USE ONLY**

Lot/ID Number	Tract Acres	Bldg. Sq. Ft.	Zoning	Land Use	I.T.E. Code	Trip Rate	Trips Per Day

**ABUTTING ROADWAYS:**

**FOR OFFICE USE ONLY**

Street Name	Proposed Access?	Pavement Width	Classification

**FOR OFFICE USE ONLY**

A traffic impact analysis is required. The consultant preparing the study must meet with the City Engineer to discuss the scope and requirements of the study before beginning the study.

A traffic impact analysis is NOT required. The traffic generated by the proposal does not exceed the thresholds established in the City of Killeen Municipal Code.

The traffic impact analysis has been waived for the following reason:  
 \_\_\_\_\_  
 \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution:  File  Applicant  Other      Total Copies: \_\_\_\_\_

*NOTE: A TIA Worksheet must be submitted with any Zoning, Preliminary Plat or Commercial Site Plan application, therefore, this completed and reviewed worksheet MUST ACCOMPANY any subsequent application for the IDENTICAL project. CHANGES to the proposed project will REQUIRE a new TIA Determination.*



## CONTACT LIST

### City of Killeen Contacts:

#### **Planning**

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

Jerry Millard; Senior Planner  
(254) 501-6591  
[jmillard@killeentexas.gov](mailto:jmillard@killeentexas.gov)

David Hermosillo; Senior Planner  
(254) 501-7641  
[dhermosillo@killeentexas.gov](mailto:dhermosillo@killeentexas.gov)

Maria Lopez; Planner  
(254) 501-7630  
[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)

Nilka Rosado, Stormwater Project Manager  
(254) 616-3174  
[nrosado@killeentexas.gov](mailto:nrosado@killeentexas.gov)

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  
[Eric.tate@atmosenergy.com](mailto:Eric.tate@atmosenergy.com)

#### **Lumen**

Jim Tankersley  
[Jim.Tankersley@lumen.com](mailto:Jim.Tankersley@lumen.com)

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**

Bryan Neaves, P.E., CFM; County Engineer  
(254) 933-5275  
[Road.Bridge@bellcounty.texas.gov](mailto:Road.Bridge@bellcounty.texas.gov)

Malcolm Miller, Engineering Technician  
(254) 933-5275  
[Malcolm.Miller@bellcounty.texas.gov](mailto:Malcolm.Miller@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**

Glenn Grandy (254)  
290-0222  
[wcid6@yahoo.com](mailto:wcid6@yahoo.com)



**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 \_\_\_\_\_