



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.

- 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
- Traffic Impact Analysis (TIA) Worksheet + \$100.00 fee
- Traffic Impact Analysis (TIA) + \$750.00 (if required)
- Application fee (cash or check, only; checks made payable to City of Killeen)
 - 1 to 10 acres: \$300.00 + \$25.00 per lot
 - 11 to 50 acres: \$400.00 + \$25.00 per lot
 - 51 acres or more: \$500.00 + \$25.00 per lot
 - Tech Fee: + \$10.00
- 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)
- 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
 - 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)
- As-built drawings of existing structures
- Documents for off-site affected areas (waiver of liability, easements, and/or construction agreements)
- Letters from utility providers (for areas located outside City of Killeen's CCN)

Additional requirements when submitting plat corrections:

- 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



CITY OF KILLEEN - PLAT APPLICATION

Additional requirements for plats in the ETJ:

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

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
 - \$11.00 for the first dedication / field note page + \$4.00 for each additional page
- 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

For Office Use Only:

Applicant: _____ Case #: _____ Intake Date: _____

Amount Due: \$ _____ Payment Received by: _____

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

Plat Name: _____ Agent: _____

Notes: _____

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.



CITY OF KILLEEN - PLAT APPLICATION

0 - 10 acres \$310.00 + \$25.00 per lot > 11 - 50 acres \$410.00 + \$25.00 per lot > 50 acres \$510.00 + \$25.00 per lot

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.



CONTACT LIST

City of Killeen Contacts:

Planning

Wallis Meshier; CNU-A, Assistant Director
of Development Services/Director of
Planning
(254) 501-7621
wmeshier@killeentexas.gov

Wynstan Larsen; Senior
Planner (254) 501-6591
wlarsen@killeentexas.gov

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

Maria Lopez;
Planner (254) 501-7630
mlopez@killeentexas.gov

JoAnn Mathis
Planning Technician (254) 501-7631
jmathis@killeentexas.gov

Engineering

Paul Boyer, P.E., Development Engineer
(254) 616-3178
pboyer@killeentexas.gov

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

Fire Marshall

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

Utility Providers:

Oncor Electric Delivery

Carmen Pedraza
Single family/small commercial
carmen.pedraza@oncor.com
254-554-2264 O

Derek Cliff
Large developments/multi lots
Derek.Cliff@oncor.com

Atmos Energy Corporation – Mid-Tex Division

Rusty Fischer, Engineer
254-449-2749
Rusty.Fischer@atmosenergy.com

Eric Tate, Marketing Rep
Eric.tate@atmosenergy.com

Lumen

Jim Tankersley
Jim.Tankersley@lumen.com

Chris Mcguire
Chris.a.mcguire@lumen.com

Spectrum

Shaun Whitehead
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

Malcolm Miller, Engineering Technician
(254) 933-5275
Malcolm.Miller@bellcounty.texas.gov

Bell County Public Health District

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

Plat Review
ossf@bellcountyhealth.org

TxDOT - Waco District

Richard Rangel
richard.rangel@txdot.gov

Stephen Kasberg
Stephen.Kasberg@txdot.gov

West Bell County Water Supply Corporation

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

Clearwater Underground Water Conservation Dist.

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

Corey Dawson
cdawson@cuwcd.org

Bell County WCID #6

Glenn Grandy (254)
290-0222
wcid6@yahoo.com

City of Killeen · Planning & Development Services Department · (254) 501-7631

200 East Avenue D · Suite 6 · Killeen, Texas · 76541