



CITY OF KILLEEN – ZONING CHANGE APPLICATION

Requirements for all zoning change application submittals:

All zoning change application materials must be submitted by 11:00 a.m. on the intake deadline.

- Completed zoning change 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
- Application fee (cash or check, only; checks made payable to City of Killeen)
 - Zoning change application: \$500.00 + \$10.00 Tech Fee
 - Conditional Use Permit Application: \$500.00 + \$10.00 Tech Fee
 - Planned Unit Development (PUD) \$1,000.00 + \$10.00 Tech Fee
- Traffic Impact Analysis (TIA) Worksheet + \$100.00 fee
- Traffic Impact Analysis (TIA) + \$750.00 (if required)
- 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, including the following information:
 - Reason for the request and proposed use of the property
 - Whether or how the proposed change will impact the surrounding properties
 - Whether the request is consistent with the Future Land Use Map (FLUM)
(If the request is not consistent with the FLUM, an amendment request must be submitted.)
- Digital copies of all submittal documents
 - Electronic copies in .pdf format of all submittal documents
 - Must be provided on a disc (CD or DVD), USB flash drive or email
 - File names should include the name of each application document (i.e. “APP”, “DEED”, etc.)

*For additional zoning change requirements, please reference
Killeen Code of Ordinances, Chapter 31 - Zoning.*



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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.



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General Zoning Change \$510.00

Conditional Use Permit \$510.00 Planned Unit Development (PUD) \$1,010.00

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 to be rezoned: _____

Legal Description: _____

Is the rezone request consistent with the Comprehensive Plan? YES NO

** If no, a FLUM amendment application must be submitted.*

Is there a simultaneous plat application for this property? YES NO

Total Acreage: _____ Number of Lots: _____

Type of Ownership: Sole Ownership Partnership Corporation Other

Present Zoning: _____ Present Use: _____

Proposed Zoning: _____ Proposed Use: _____

Conditional Use Permit for: _____

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

Is this the first rezoning application on a unilaterally annexed tract?

Yes (fee not required) No (submit required fee)



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; 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 zoning change 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: _____

*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: December 2022



City of Killeen Contacts:

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