



**CITY OF KILLEEN  
VACANT STRUCTURE REGISTRATION APPLICATION**

Vacant Structure Registration Requirements:

*All vacant structure registration applications must include the following items:*

- Completed vacant structure registration application form
- Registration fee (cash or check, only; checks made payable to City of Killeen)
  - Registration fee: \$500.00 + \$50.00 per number of years vacant
  - Late fee: \$150.00 if submitted after February 1st
- Inspection fee: \$0.01/sq. ft.
- Completed building inspection.
- Proof of property insurance in an amount not less than the appraised value of the structure (as determined by the Bell County Appraisal District) or a surety bond for the value of structure if insurance cannot be obtained.
- Completed comprehensive plan of action form.
- Floorplan of the building (if an architectural drawing is not available, the floor plan can be hand drawn).
- Criminal trespass affidavit from the City of Killeen Police Department and visual proof (e.g. photograph) that “No Trespass” placards have been placed on the premises (see attached form).

*For additional plat requirements, please reference the City Killeen Code of Ordinances, Sec. 31-393.*

Applicant: _____	Case #: _____
Intake Date: _____	Received by: _____
Amount Paid: \$ _____	Cash/MO#/Check #: _____ Receipt #: _____



**CITY OF KILLEEN  
VACANT STRUCTURE REGISTRATION APPLICATION**

**Property Address:** \_\_\_\_\_

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

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

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

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

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

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

**Type of Ownership:**     Sole Ownership     Partnership     Corporation     Other

**Name of Local Property Manager:** \_\_\_\_\_

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

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

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

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

**Current Use of Building:** \_\_\_\_\_

**Total Square Feet:** \_\_\_\_\_

**Is there a Certificate of Occupancy (C.O.) for the Building?**     YES     NO

**If yes, what is the C.O. for?** \_\_\_\_\_

**Date issued:** \_\_\_\_\_

\_\_\_\_\_ I understand that continued annual registration of the property by the owner of a vacant structure is required until said structure is deemed occupied and in compliance with all relevant Code requirements by the Executive Director of Planning and Development Services. *(Initial here.)*

\_\_\_\_\_ I understand that the annual vacant structure registration fee will increase by \$50.00 each year that the building remains vacant. *(Initial here.)*

\_\_\_\_\_ I understand that the Plan of Action Form must be updated every year. *(Initial here.)*

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Property Manager (if applicable)

\_\_\_\_\_  
Date



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**Plan of Action Form:**

Provide a detailed timeline for correcting all code enforcement violations and a plan to meet the minimum standard of care for vacant properties, as outlined in the City of Killeen Code of Ordinances Sec. 31-393. Common violations of the maintenance standard of care include, but are not limited to, missing windows and doors, plywood on windows and doors, exterior walls and trim needing paint, exterior walls and trim needing repair due to damage or rot, etc. *(Attach additional pages, in necessary.)*

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Identify the measures that will be taken to maintain the property while it is vacant. *(Attach additional pages, in necessary.)*

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Provide a detailed plan for how the vacant building will be rehabilitated and identify a future use for the property.

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*Application Revised: November 24, 2020*

DATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

NIGHT PHONE NO: \_\_\_\_\_

MANAGER/OWNER: \_\_\_\_\_

To the Killeen Police Department:

I request assistance from the Killeen Police Department in dealing with the problem of trespassing on my property listed above. I understand that for the criminal statute to be enforced, the property must be posted with clearly visible signs advising of no trespassing. The Texas Penal Code states:

§ 30.05. CRIMINAL TRESPASS

(a) A person commits an offense if he enters or remains on or in property, including an aircraft or other vehicle, of another without effective consent or he enters or remains in a building of another without effective consent and he:

- (1) had notice that the entry was forbidden; or
- (2) received notice to depart but failed to do so.

(b) For purposes of this section:

- (1) "Entry" means the intrusion of the entire body.
- (2) "Notice" means:

- (A) oral or written communication by the owner or someone with apparent authority to act for the owner;
- (B) fencing or other enclosure obviously designed to exclude intruders or to contain livestock;
- (C) a sign or signs posted on the property or at the entrance to the building, reasonably likely to come to the attention of intruders, indicating that entry is forbidden;...

I am providing the Killeen Police Department with this written authority to arrest any persons found on the property in violation of the above mentioned Code.

I also agree to pursue the filing of applicable charges and assist in the prosecution of violators of applicable statutes by appearance and testimony in any court proceedings concerning criminal trespass on the above listed property.

I also understand that if a person is arrest for Criminal Trespass on the property, the Killeen Police Department will attempt to contact me to advise me of the arrest and request that I come to the Police Department to sign a complaint. If I cannot be contacted or if I am contacted and unable to respond to the Police Department at that time, I authorize the arresting officer to act as my agent in the filing of nay charges and signing the complaint.

\_\_\_\_\_  
Signature of Manager/Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State