



CITY OF KILLEEN
OFFICE OF HISTORIC PRESERVATION

2020 VACANT PROPERTY REGISTRATION CHECKLIST

Please complete this checklist before submitting your Vacant Property Registration Form. It will help to ensure that the form is fully completed with required additional documentation included.

SUBJECT PROPERTY FORMS AND ATTACHMENTS

SUBJECT PROPERTY ADDRESS: _____

_____ Complete Registration Form

The following sections must be complete:

_____ Vacant Property Information

_____ Registrant Information including Plan of Action

_____ Plan of Action

_____ Signature of Owner or Property Manager

_____ Trespass Affidavit (requires notarization)

_____ Floor plan (if architectural drawing not available, floor plan can be hand drawn)

_____ Proof of liability insurance

FEES AND FEE WAIVERS

All Registrations must include a check or money order for the required Registration and Inspection Fees or a written request for a Fee Waiver.

_____ Registration Fee (\$500 with consecutive yearly increase of \$50)

_____ Inspection Fee (\$0.01 per sq ft)

_____ Total Amount of Registration and Inspection Fees included (**both are required**)

If submitting a registration after the 90 day registration deadline, a \$150 late fee applies.

If applying for a fee waiver, please make sure to complete this part of the checklist.

_____ Select appropriate fee waiver type on page 4 of Registration Form

_____ Enclose signed letter requesting Fee Waiver and reason for the request

_____ Enclose supporting documentation for Fee Waiver request (for example, building permit, certificate of appropriateness, tax return, etc.)

Please contact the Revitalization Planner at 254-501-7641 with any questions about completing the Registration Form.



**CITY OF KILLEEN
OFFICE OF HISTORIC PRESERVATION**

2020 VACANT PROPERTY REGISTRATION FORM

Instructions: Complete all relevant fields in this registration form and the enclosed trespass affidavit (affidavit must be notarized). Return the registration form, the trespass affidavit and payment of the inspection and registration fees to:
City of Killeen | Office of Historic Preservation | 200 E. Avenue D | Killeen, TX 76541.
Please make check or money order payable to "City of Killeen".

**VACANT PROPERTY INFORMATION
SUBJECT PROPERTY**

Physical address of Subject Property:

City:	State:	Zip Code:
Number of Vacant Buildings:	Total Vacant Square Footage:	
Last Date of Occupancy:	Single Family Property (Y/N):	

**REGISTRANT INFORMATION
OWNED BY INDIVIDUAL(S)**

Name of First Property Owner:	Date of Birth:
Physical address of Owner:	
City:	Zip Code:
Mailing address of Owner:	
City:	Zip Code:
Home Phone:	Business Phone:
Name of Second Property Owner (if applicable):	Date of Birth:
Physical address of Second Property Owner:	
City:	Zip Code:
Mailing Address of Second Owner:	
City:	Zip Code:
Home Phone:	Business Phone:

List of Additional Property Owners:

**OWNED BY CORPORATION, LIMITED PARTNERSHIP, LIMITED LIABILITY COMPANY,
TRUST, ESTATE, OR OTHER LEGAL ENTITY**

Name of Entity:
Physical Address of Entity:
City:
Mailing Address of Entity:
City:
Phone:
Name of Registered Agent/Trustee/Representative:
Physical Address of Agent:
City:
Phone:
Mailing Address of Agent:
City:
Phone:

DESIGNATED LOCAL PROPERTY MANAGER

Name of Property Manager:
Mailing Address of Property Manager:
City:
Phone:

VACANT PROPERTY INFORMATION

PLAN OF ACTION*

1.) Provide a **detailed timeline** for correcting all violations and a plan to meet the minimum standard of care for vacant properties as outlined in Chapter 31, Article IV, Division 17 of Killeen's City Code.

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. (**See attached Sec. 13-401 D. Standard of Care** for complete list of ordinance maintenance requirements for vacant properties.)

2.) Identify the measures that will be taken to maintain the property while it is vacant.

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

***This Plan of Action must be updated and delivered to the City of Killeen every six (6) months.**

FEE WAIVER REQUEST

The following fee waivers may be applied to your registration if you meet one or more of these qualifications. Please check the fee waiver that you would like to apply for, include a written request for a fee waiver and attach any pertinent documentation to this registration form as evidence for the waiver.

- 1.) ___ Your property has been devastated by a catastrophe such as a fire or flood within the past 30 days.
- 2.) ___ The owner of the property is indigent.
- 3.) ___ You are a representative of a property owner who is deceased or no longer legally competent.
- 4.) ___ You have obtained a building permit and are progressing in an expedient manner to prepare the premises for occupancy.

****Fee Waivers granted by the City of Killeen are only valid for the current calendar year.****

REQUIRED ATTACHMENTS

- 1.) Proof of liability insurance, no less than \$100,000, for the property or a surety bond for the value of the property, if insurance cannot be obtained. Said value shall be the appraised value as determined by the Bell County Appraisal District.
- 2.) A complete floor plan of the property for use by first responders in the event of a fire or other catastrophic event.
- 3.) A "Criminal Trespass" affidavit from the Killeen Police Department and visual proof (e.g. photograph) that "No Trespass" placards have been placed on the premises (see form enclosed).
- 4.) If applying for a fee waiver or extension, include a written letter requesting such and any applicable supporting documentation.

REGISTRATION & INSPECTION FEES

A cashiers check, money order or a written request for a qualified fee waiver must be submitted with this application. **Please make checks payable to *City of Killeen*.**

NON-SINGLE FAMILY COMMERCIAL BUILDING

Registration Fee	\$500 plus a \$50 increase after first year on the registry
Inspection Fee	\$0.01 per sq ft
Late Registration Fee	\$150 if registered more than 90 days of date on registration notice letter

SIGNATURE

The undersigned hereby attests to the above information as accurate. Any falsification may result in the denial or revocation of registration for a vacant building.

Signature of Owner or Registered Agent

Date

Signature of Property Manager (if applicable)

Date

Sec. 31-401. – Vacant Structures in the Historic Overlay District.

D. Standard of care for vacant property.

1. The standard of care, subject to approval by the director, shall include, but is not limited to:
 - a. *Protective treatment:* All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition, weather tight and in such condition so as to prevent the entry of rodents and other pests. All exposed wood or metal surfaces subject to rust or corrosion, other than decay resistant woods or surfaces designed for stabilization by oxidation shall be protected from the elements and against decay or rust by periodic application of weather coating materials such as paint or similar surface treatment. All surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. All siding, cladding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight.
 - b. *Premises identification:* The property shall have address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of four inches (102mm) high with a minimum stroke width of one-half inch (12.7mm). All buildings shall display a vacant building identification placard as required by the director.
 - c. *Structure:* All structural members and foundation shall be maintained free from deterioration, and shall be capable of safely supporting the imposed loads.
 - d. *Exterior walls:* All exterior walls shall be kept in good condition and shall be free from holes, breaks, and loose or rotting materials. Exterior walls shall be maintained weatherproof and properly surface coated where necessary to prevent deterioration.
 - e. *Roof and drainage:* The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent accumulation, dampness or deterioration. Roof drains, gutters and downspouts shall be maintained in good repair, free from obstructions and operational.
 - f. *Decorative features:* All cornices, belt courses, corbels, applications, wall facings and similar decorative features shall be maintained in good

repair with proper anchorage and in a safe condition.

- g. *Overhang extensions and awnings*: All overhang extensions including, but not limited to canopies, marquees, signs, awnings, and fire escapes shall be maintained in good repair and be properly anchored and supported as to be kept in a sound and safe condition.
 - h. *Stairways, decks, porches and balconies*: Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.
 - i. *Chimneys and towers*: All chimneys, cooling towers, smoke stacks and similar appurtenances shall be maintained structurally safe and sound, and in good repair.
 - j. *Handrails and guards*: Every exterior handrail and guard shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.
 - k. *Window, skylight and door*: Every window, storefront, skylight and exterior door part, including but not limited to the frame, the trim, window screens and hardware shall be kept in sound condition and good repair. All broken or missing windows shall be replaced with glass and secured in a manner so as to prevent unauthorized entry. All broken or missing doors shall be replaced with new doors which shall be secured to prevent unauthorized entry. All glass shall be maintained in sound condition and good repair. All exterior doors, door assemblies and hardware shall be maintained in good condition and secured. Locks at all exterior doors, exterior attic access, windows, or exterior hatchways shall tightly secure the opening. Windows and doors shall not be secured by plywood or other similar means mounted on the exterior except as a temporary securing measure, and the same shall be removed within a period of time designated by the director.
 - l. *Basement hatchways and windows*: Every basement hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water. Every basement window that is openable shall be supplied with rodent shields, storm windows or other approved protection against entry of rodents.
2. All repairs shall be subject to approval by the director. All required permits and final inspections prior to and/or following repairs shall be in accordance with applicable laws and rules. Historic properties and properties within the designated historic overlay district are additionally subject to all applicable rules and regulations as codified in chapter 31 of the Code.
 3. Failure to maintain the vacant property to the standard of care specified by the department is a violation of this article.

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



Available Properties for Sale or Lease Downtown Killeen Historic District

Location of Property

Street Address _____

Property Owner

Contact Name _____

Telephone Number _____

Email Address _____

Contact (if different from Property Owner)

Contact Name _____

Real Estate Agency _____

Telephone Number _____

Email Address _____

Realtor Website _____

Available Property Information

Sale

Lease

Sale or Lease

Size of Space _____

Lease/Sale Cost _____

(monthly, \$ per square foot)

Lease Terms _____

(length of lease, tenant requirements)

Amenities _____

Other Comments _____

Please send one (1) photo of the property, if available, to be included in the listing.

Please mail completed form to:

Deirdre Kirk
Revitalization Planner / Heritage Preservation Officer
City of Killeen Planning & Development Services
200 E. Avenue D
Killeen, TX 76540

Or E-mail to:

dkirk@killeentexas.gov

Questions?

Call 254-501-7641

By signing this form I consent that I am the property owner or property contact for the above listed address and agree to allow the information in this form to be published on the City of Killeen website (www.killeentexas.gov) and distributed for marketing purposes. Property owner further acknowledges that the City's listing of this information on its website is for the sole purpose of assisting the property owner in leasing or selling the property in the City's continuing effort to revitalize historic downtown Killeen. As the property owner accepting and utilizing this courtesy service, you further waive any and all claims, causes of action or damages that may in any way arise as a result of your use of this service including, without limitation, damages that may arise due to errors or omissions contained in any such listing or damages arising as a result of identifying the location of a vacant and/or unoccupied property.

Property Owner _____

Date _____

Property Contact _____

Date _____