



## 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
- 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
- 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 for plats in the ETJ:

- Signature line for Bell County Judge
- Letter from Bell County Health Department

### Additional requirements prior to recordation:

- Two (2) mylar copies 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 per 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

*For additional plat requirements, please reference Killeen Code of Ordinances, Chapter 26 - Subdivisions and Other Property Developments.*

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



**CITY OF KILLEEN - PLAT APPLICATION**

0 - 10 acres \$300.00 + \$25.00 per lot       > 10 - 50 acres \$400.00 + \$25.00 per lot       > 50 acres \$500.00 + \$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 attendance at the Development Review Committee meeting is mandatory. My failure to attend or my agent's failure to attend will result in rescheduling the meeting of the Development Review Committee and delay processing of the 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: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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: October 14, 2020*



## CONTACT LIST

### City of Killeen Contacts:

#### **Planning & Development Services**

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

John Byrum; Senior Planner  
(254) 501-7630  
[jbyrum@killeentexas.gov](mailto:jbyrum@killeentexas.gov)

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

Maria Lopez; Assistant Planner  
(254) 501-7631  
[mlopez@killeentexas.gov](mailto:mlopez@killeentexas.gov)

#### **Engineering & Public Works**

MD Hossain, PE, CFM; City Engineer  
(254) 616-3179  
[mhossain@killeentexas.gov](mailto:mhossain@killeentexas.gov)

Paul Boyer, PE, ; Project Engineer  
(254) 616-3178  
[pboyer@killeentexas.gov](mailto:pboyer@killeentexas.gov)

Nilka Rosado, Engineer in Training  
(254) 616-3174  
[nrosado@killeentexas.gov](mailto:nrosado@killeentexas.gov)

#### **Fire Marshall**

James Chism, Fire Marshall  
(254) 501-6584  
[jchism@killeentexas.gov](mailto:jchism@killeentexas.gov)

### Utility Providers:

#### **Oncor Electric Delivery**

Greg Wade, New Construction Manager  
(254) 554-2263  
[Greg.Wade@oncor.com](mailto:Greg.Wade@oncor.com)

#### **Atmos Energy Corporation – Mid-Tex Division**

Shawn Kelley, Project Manager  
(254) 953-1602  
[Shawn.Kelley@atmosenergy.com](mailto:Shawn.Kelley@atmosenergy.com)

#### **Century Link**

Janice Strickland, Network Engineer  
(254) 690-9370  
[Janice.Strickland@CenturyLink.com](mailto:Janice.Strickland@CenturyLink.com)

#### **Time Warner Cable**

Johnny Tindle, Construction Manager  
(254) 644-8145  
[Johnny.Tindle@twcable.com](mailto:Johnny.Tindle@twcable.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)

George Highsmith, Food Sanitation Director  
(254) 534-4837  
[ghighsmith@bellcountyhealth.org](mailto:ghighsmith@bellcountyhealth.org)

#### **TxDOT - Waco District**

Solomon Thomas, P.E.; Area Engineer  
(254) 939-3778  
[Solomon.Thomas@txdot.gov](mailto:Solomon.Thomas@txdot.gov)

Billy Tweedle, P.E.; Utilities Permit Coordinator  
(254) 939-6224  
[Billy.Tweedle@txdot.gov](mailto:Billy.Tweedle@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)

#### **Bell County WCID #6**

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