



CITY OF KILLEEN - FLUM AMENDMENT APPLICATION

Requirements for all FLUM amendment application submittals.:

FLUM amendment applications will be available through the MGO portal between 8 a.m. to 11 a.m., the day of the intake.

*Please reference the **P&Z Commission Calendar** on the City of Killeen website.*

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

- ☐ Pre-application meeting
 - Applicant must schedule and complete a pre-application meeting with staff prior to submitting a FLUM amendment application
- ☐ Completed FLUM amendment application (signed; may be handwritten or DocuSigned)
 - Must be signed by the property owner(s), 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 (e.g., Corporate Resolution, Minutes, Certificate of Formation)
- ☐ Warranty deed (showing current ownership of the property)
- ☐ Exhibit depicting FLUM request
- ☐ 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
- ☐ Letter of request signed by property owner or applicant **must** include the following information:
 - What is the reason for the request and proposed use of the property?
 - Is the proposed amendment consistent with the principles and policies set forth in the Comprehensive Plan?
 - Is the proposed amendment compatible with the character of the surrounding area?
 - What is the impact of the proposed amendment on infrastructure provision including water, wastewater, drainage, and the transportation network?
 - What is the impact of the proposed amendment on the City's ability to provide, fund, and maintain services?
 - What is the impact of the proposed amendment on environmentally sensitive and natural areas?
 - What specific conditions (e.g., population size and/or characteristics, area character and building form, property/structure conditions, infrastructure or public services, market factors including need for more land in a particular designation, etc.) have changed sufficiently to render the current map designation(s) inappropriate or out-of-date?
- ☐ Proof of FLUM Amendment sign postage (order verification; following the FLUM Amendment sign template attached, must be 24"X48")
 - Please reference Planning and Zoning Commission Calendar for meeting dates
- ☐ All submittal documents shall be in .pdf format
 - File names should include the name of each application document (i.e., "Deed")

CITY OF KILLEEN - FLUM AMENDMENT APPLICATION

Requirements after FLUM acceptance:

- ☐ Application fee (All payment methods accepted, except American Express; checks made payable to City of Killeen; payment is made after application submittal has been accepted through MGO or in person)
 - FLUM Amendment Application: \$500.00 + \$10.00 Tech Fee
- ☐ Proof of FLUM Amendment sign (proof it has been erected, must be submitted through MGO by ten (10) days prior to P&Z Date)

*For a copy of the current Comprehensive Plan, please visit
<https://www.killeentexas.gov/573/Our-Killeen-Plan>*



CITY OF KILLEEN - FLUM AMENDMENT APPLICATION

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 proposed for FLUM amendment: _____

Legal Description: _____

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

Present FLUM Designation: _____ Present Use: _____

Proposed FLUM Designation: _____ Proposed Use: _____



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; 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 FLUM amendment request.

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: _____

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: July 2026



CITY OF KILLEEN

NOTICE OF PUBLIC HEARING ON PROPOSED FLUM REQUEST

P&Z Meeting: MM/DD/YYYY at 4:30pm

City Council Meeting: MM/DD/YYYY at 5:00pm

For more information please call

254-501-7631



City of Killeen Contacts:

Development Services – Planning Division

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

Brian Chandler, AICP
Assistant Director of Development Services
(254) 501-7633
bchandler@killeentexas.gov

Jason Deckman
Principal Planner
(254) 501-7641
jdeckman@killeentexas.gov

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

JoAnn Lomas
Planner
(254) 501-7631
jlomas@killeentexas.gov

Mya Hannan
Planning Technician
(254) 501-6591
mhannan@killeentexas.gov