



CITY OF KILLEEN – ZONING CHANGE APPLICATION

Requirements for all zoning change application submittals:

*Zoning Change 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 shall schedule and complete a pre-application meeting with staff prior to submitting a zoning change application (CUP & PUD only)
- ☐ Completed zoning change 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)
- ☐ Completed Traffic Impact Analysis (TIA) Worksheet
- ☐ Exhibit of the proposed zoning 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:
 - 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 and approved prior to zoning change submittal.)
- ☐ Supplemental Planned Unit Development Requirements
 - Proposed development site concept plan (scaled drawings no smaller than 1"=100')
 - Maintenance easement agreements
 - Development regulations
- ☐ Proof of Zoning Change sign postage (order verification; following the Zoning Change 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")



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Requirements after zoning change 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)
 - Zoning change application: \$500.00
 - Conditional Use Permit (CUP) Application: \$750.00
 - Planned Unit Development (PUD): \$1000
 - Planned Unit Development (PUD) Amendment: \$500.00
 - Traffic Impact Analysis (TIA) Worksheet Fee: \$125 (all application types)
 - Technology fee: \$10.00 (all application types)
- ☐ Proof of Zoning Change sign (proof it has been erected, must be submitted through MGO by ten (10) days prior to P&Z Date)

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



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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 and approved prior to submittal.*

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: _____

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: (____) _____ - _____

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 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 ZONING CHANGE**

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:
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