



CITY OF KILLEEN - PLAT APPLICATION

Requirements for all plat submittals:

*Plat 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

- ☐ Completed plat application (signed; may be handwritten or digital signature)
 - 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)
- ☐ Copy of deed restrictions (existing or proposed, if applicable)
- ☐ Dedication instrument
- ☐ Field notes
- ☐ Signature block on plat for Bell County Tax Appraisal District (excludes preliminary plats)
- ☐ For final plat application, copy of signed preliminary plat, if applicable (signed by Planning Division)
- ☐ Parkland Dedication Worksheet (residential subdivisions only)
- ☐ Infrastructure Acceptance Letter (if a preliminary plat was previously approved)
- ☐ Tax certificates (preliminary plats only)
- ☐ Completed Traffic Impact Analysis (TIA) Worksheet (preliminary plats only)
- ☐ Digital copies of all other supplemental submittal documents (submitted through MGO portal)
 - Electronic copies in .pdf format of all submittal documents
 - CAD files of plat and utility layouts in .dwg format
 - File names should include the name of each application document (i.e., "Deed")

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 (SWMSPP)
- ☐ Letters from utility providers (for areas located outside City of Killeen's CCN)

Requirements after plat 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)
 - Plat Application Fee: \$500.00 + \$25.00 per lot (indicate proposed number of lots here: ____)
 - Amendment of Preliminary Plat Application Fee: \$250.00 + \$25.00 per lot (indicate proposed number of lots here: ____)
 - Traffic Impact Analysis (TIA) Worksheet Fee: \$125 (preliminary plats only)
 - Technology Fee: \$10.00
 - Indicate total required fees here: \$ _____



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Additional requirements when submitting plat corrections:

All submittal materials must be submitted through MGO.

INCOMPLETE CORRECTIONS WILL NOT BE PROCESSED

- ☐ Comment response letter
- ☐ Plat drawings (scaled drawings no smaller than 1" = 100')

Additional requirements prior to recordation:

- ☐ One (1) mylar and one (1) paper copy of plat
 - Hard copies (scaled drawings no smaller than 1" = 100') **24 in. x 36 in.**
- ☐ 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
- ☐ Park development 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)
 - \$450 per single-family unit
 - \$250 per multi-family unit
- ☐ Fees-in-lieu of parkland dedication (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)
 - \$750 per single-family unit
 - \$650 per multi-family unit

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



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Plat Name: _____

Type: ☐ Preliminary ☐ Final ☐ Replat ☐ Amended

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 Developer: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Name of Engineer/Surveyor: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Primary Phone: (____) _____ - _____ **Cell Phone:** (____) _____ - _____

Email: _____

Proposed Land Use: _____

Total Acreage: _____ **Proposed Number of Lots:** _____ **Current Zoning:** _____

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 if a plat requires a subdivision variance, I must obtain approval from the Planning and Zoning Commission prior to the plat being recorded with the Bell County Clerk's Office.



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. By my signature below, I fully authorize my agent to:

- Serve as the primary 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 on my behalf;
- Consent to legally binding modifications, conditions, and exceptions on my behalf; and
- Execute documents on my behalf that are legally binding on me.

This authorization applies only to this specific plat submittal.

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: _____

***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 Contacts:

Planning

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Planner
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Mya Hannan
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Engineering

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Nilka Rosado, Stormwater Project Manager
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Christopher S. Hoch, Engineering Associate
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choch@killeentexas.gov

Fire Marshal

James Chism,
Assistant Chief/ Fire Marshal
(254) 501-6584
jchism@killeentexas.gov

Utility Providers:

Oncor Electric Delivery
Carmen Pedraza
Single-family/small commercial
carmen.pedraza@oncor.com
254-554-2264 O

Derek Cliff
Large developments / multiple lots
Derek.Cliff@oncor.com

Atmos Energy Corporation – Mid-Tex Division

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Eric Tate, Marketing Rep
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Lumen

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Chris McGuire
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Spectrum

Shaun Whitehead
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External Contacts:

Bell County Engineer's Office

Road.Bridge@bellcounty.texas.gov

Duane Herrera
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Duane.Herrera@bellcounty.texas.gov

Gary Stermer, Engineering Technician
(254) 933-5275
Gary.Stermer@bellcounty.texas.gov

Bell County Public Health District

Josh Langley, Environmental Health Director
(254) 526-3197
jlangley@bellcountyhealth.org

Plat Review
ossf@bellcountyhealth.org

TxDOT - Waco District

Richard Rangel
richard.rangel@txdot.gov

Stephen Kasberg
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West Bell County Water Supply Corporation

Bob Whitson, General Manager
(254) 634-1727
westbellwater@hotmail.com

Clearwater Underground Water Conservation Dist.

Dirk Aaron, General Manager
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daaron@cuwcd.org

Corey Dawson
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Bell County WCID #6

Glenn Grandy
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