



# **SITE DEVELOPMENT PERMIT**

Application Information & Procedures

Development Services Department  
City of Killeen, Texas

*Updated: September 2025*  
Effective Date: October 1, 2025

## Table of Contents

|                                                                  |    |
|------------------------------------------------------------------|----|
| Definitions.....                                                 | 3  |
| Getting Started.....                                             | 4  |
| Does my project qualify as a Minor Site Development Permit?..... | 4  |
| Site Development Permit Process Overview .....                   | 4  |
| Killeen Permit Portal.....                                       | 4  |
| Vesting.....                                                     | 4  |
| Site Development Permit Expiration.....                          | 4  |
| Step 1: Optional Pre-Development Meeting.....                    | 5  |
| Approval Criteria.....                                           | 5  |
| Step 2: Preliminary Site Development Permit Submittal .....      | 5  |
| Preliminary SDP Review Process .....                             | 5  |
| Application Completeness Checklist for Preliminary SDP .....     | 5  |
| Preliminary SDP Submittal Checklist.....                         | 6  |
| Step 3: Full Site Development Permit Submittal.....              | 6  |
| Prerequisites for Full SDP Submittal .....                       | 6  |
| Comment Review and Solution Meeting.....                         | 6  |
| Application Checklist for SDP/MSDP Submittals .....              | 6  |
| Required Documents.....                                          | 7  |
| Full SDP Set Checklist.....                                      | 8  |
| Step 4: Resubmittals.....                                        | 8  |
| Application Completeness Check for Resubmittals .....            | 8  |
| Additional Review Fees.....                                      | 8  |
| Step 5: Abbreviated Submittal Approval Process (ASAP).....       | 9  |
| ASAP Meeting Requirements .....                                  | 9  |
| Pre-Construction Submittal Requirements .....                    | 9  |
| Revisions to Approved SDPs.....                                  | 9  |
| Step 7: Closeout.....                                            | 9  |
| Useful Information .....                                         | 10 |
| Additional Jurisdictional Information.....                       | 10 |
| Procedural Information.....                                      | 10 |
| Applicable Ordinances and Standards .....                        | 10 |
| Acknowledgement Waiver.....                                      | 10 |

## **Definitions**

For the purposes of this Site Development Permit Packet, the following definitions apply:

Applicant – The individual, company, or entity submitting an application for a site development permit.

Certificate of Occupancy (CO) – An official document issued by the City of Killeen certifying compliance with all applicable codes and authorizing occupancy.

City Engineer – The City Engineer and the Engineering Division review all preliminary and final plats, re-plats, subdivision construction drawings, and various capital improvement project drawings for compliance with codes, regulations, standards, and adequacy of permit applications.

Commercial Site Plan (SDP) – A detailed, engineered plan set that demonstrates compliance with City development regulations for nonresidential or multifamily projects.

DACS – Design and Construction Standards Manual (DACS).

Development Services Department – The City of Killeen department responsible for processing, coordinating, and approving site development permits.

Executive Director – The Executive Director of Development Services or designee.

IFC – International Fire Code.

Impervious Cover – Any surface that prevents or impedes the infiltration of water into the soil, including buildings, paving, concrete, and compacted gravel.

Minor Site Development Permit (MSDP) – A limited-scope site development plan reviewed under the criteria established in Sec. 31-977 of the City of Killeen Code of Ordinances.

MyGovernmentOnline (MGO) – The City's online portal used for application submittals, review coordination, and communication with applicants.

Phasing Plan – A plan that identifies the sequence of construction and improvements for a site development project.

Pre-Development Meeting – A meeting offered by the City to provide applicants with guidance on procedures, standards, and regulations prior to submitting a site development permit application.

Site Development Permit (SDP) – Formal administrative approval required prior to the development of nonresidential or multifamily property within the City of Killeen.

Stormwater Management Site Plan (SWMSP) – A plan prepared in accordance with City and State requirements addressing stormwater runoff, detention, and quality control.

Traffic Impact Analysis (TIA) – A study prepared in accordance with Chapter 26 of the City of Killeen Code of Ordinances to assess the impact of proposed development on traffic circulation and safety.

## **Getting Started**

When do I need a Site Development Permit? The applicability of site development permit review is established by Chapter 31, Article VIII. Sec. 31-971.

## **Does my project qualify as a Minor Site Development Permit?**

A Minor Site Development Permit (MSDP) consists of a limited development scope that meets specific criteria.

A MSDP shall not be used when: a TIA is required; a stormwater drainage study is required; a new building over 1,000 sq. ft. is proposed; an addition exceeds 1,000 sq. ft. or 20% of the existing building (whichever is less); or the project proposes more than six (6) parking spaces.

## **Site Development Permit Process Overview**

- Step 1 - Pre-submittal meeting (Optional, but encouraged)
- Step 2 - Preliminary SDP review
- Step 3 - Full SDP review
- Step 4 - Resubmittals
- Step 5 - ASAP (Abbreviated Submittal Approval Process)
- Step 6 - Pre-construction meeting
- Step 7 - Post-construction closeout review

## **Killeen Permit Portal**

The City of Killeen has implemented an online submittal portal powered by MyGovernmentOnline. <https://www.mgoconnect.org/cp/portal>

## **Vesting**

If you feel that your project may have vested rights, please submit a letter stating the supporting reasons for the claim to the Director of the Development Services Department.

## **Site Development Permit Expiration**

Per Sec. 31-978: A site development permit approval expires 24 months after approval unless a building permit is approved (or, if no building permit is required, a Certificate of

Occupancy is issued). Before expiration, the applicant may request a one-time 24-month extension. If expired, a one-time reinstatement (up to 24 months) may be requested within 24 months of expiration, provided conditions and applicable regulations have not materially changed. Applicable fees may apply.

### **Step 1: Optional Pre-Development Meeting**

Applicants are strongly encouraged to request and attend a pre-development meeting with the Planning Department.

### **Approval Criteria**

Per Sec. 31-972 - A site plan must provide for all development requirements of this Code.

Additional criteria include: City of Killeen Traffic Impact Analysis (TIA) worksheet (which may require a full TIA); and a pre-approval letter from TXDOT for access to any TXDOT roads or drainage. A Conditional Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR) may be required.

### **Step 2: Preliminary Site Development Permit Submittal**

Submittal Procedure: Planning and Development Services is awaiting your submittal. There are no special submittal days or deadlines. Once complete, staff will conduct a completeness check.

### **Preliminary SDP Review Process**

1. Applicant submits preliminary SDP drawings (max three sheets).
2. Completeness check.
3. Distributed to interdepartmental reviewers.
4. Review comments coordinated in MGO.
5. Planning issues a review comments letter.
6. Applicant notified via email.
7. Applicant incorporates review comments into the full SDP.
8. Submit revised plan set for full Site Development Plan review
9. Conceptual utilities and drainage features Preliminary TxDOT plans (if required) TIA Worksheet.
10. Narrative describing the intent of the site development (if required for clarity of purpose)

### **Application Completeness Checklist for Preliminary SDP**

- Pre-Development meeting minutes (if applicable)
- SDP drawings 24"x36" sheet size

- Engineer of record seal/signature on civil sheets
- \*All sheets must be the same size; no more than three sheets.

### **Preliminary SDP Submittal Checklist**

Includes site dimension plan with:

- Completed application form and 5 copies
- Scale 1"=60' max (master plan 1"=200')
- Address, key map, north arrow
- Proposed use, building occupancy type
- Driveway locations, fire lanes, hydrants
- Property boundary, easements, contours, floodplain
- Parking layout and count table
- Dumpster location
- Landscape areas free of easements

### **Step 3: Full Site Development Permit Submittal**

Full SDP review includes detailed civil-engineered construction and landscape plans.

Review period: 20 business days for the first full submittal, 15 days for resubmittals.

Phasing plans shall not propose more than five (5) phases or exceed ten (10) years, unless the Executive Director approves otherwise with justification.

### **Prerequisites for Full SDP Submittal**

1. Preliminary SDP review complete (not for MSDP)
2. Preliminary or Final Plat submitted (or recorded, if applicable)]
3. SDP submitted; first round review complete
4. Turn lane analysis approved/waived
5. Flood/Conveyance studies approved/waived
6. Wastewater capacity analysis approved/waived
7. Water model approved/waived
8. Geotechnical study approved/waived
9. Preliminary utility layout approved/waived
10. Preliminary drainage system(s) approved/waived
11. Preliminary TxDOT plans (approved/waived)
12. TIA approved/waived
13. Draft MECA

### **Comment Review and Solution Meeting**

After the first review, the applicant meets with the staff to discuss comments and resolve issues.

### **Application Checklist for SDP/MSDP Submittals**

- SDP/MSDP fee
- Pre-submittal meeting minutes or prior review cover letter

- Completed SDP Content Checklist
- Full SDP drawings 24"x36"
- Engineer and Landscape Architect seals
- Digital tree survey

## **Required Documents**

Civil Engineering Plan files are complete PDFs with a cover sheet. Includes: cover, plat, impervious cover table, drainage report, demolition plan, fire protection plan, erosion control, overall site/traffic/water/wastewater/grading/landscape plans, details, draft MECA, SWMSP, deed, and other relevant data.

Per Sec. 31-972, a valid application must include (unless waived by written explanation):

- Cover sheet
- Preliminary or final plat
- Impervious cover table
- Drainage report
- General notes, abbreviations, legend sheet
- Existing conditions plan
- Demolition plan (if required)
- Fire protection plan (if required)
- Erosion & sediment control plan with details
- Overall site plan
- Overall signage and striping layout with details
- Overall traffic control with details
- Phasing plan / overall development layout
- Overall water layout
- Overall wastewater layout
- Draft MECA
- Overall storm sewer/drainage system layout
- Overall dry utilities layout (if required)
- Overall street network/circulation sheets
- Overall grading plan sheets
- Street/paving plan and profile sheets
- Intersection plan and profile sheets (incl. ramps/grading)
- Water system plan and profile sheets
- Pump station plans (if required)
- Wastewater system plan and profile sheets
- Lift station plans (if required)
- Grading sheets with contours & elevations
- Drainage design sheets (existing & proposed)
- Retaining wall sheets
- Solid waste plan sheets
- Landscape plan sheets

- Lighting plan sheets
- City of Killeen standard detail sheets
- Special details sheets
- Draft MECA
- Stormwater management site plan (SWMSP)
- Warranty deed for properties
- Other relevant data as determined by the project professional

### **Full SDP Set Checklist**

Includes:

1. Completed application and approvals/waivers
2. Legible plans drawn to scale
3. Cover sheet with project info, index, blocks, seals, draft MECA
4. Recorded final plat
5. Dimensioned site schematic sheet(s)
6. Landscape sheet(s)
7. Grading sheet(s)
8. Drainage plan(s)
9. Fire protection plan
10. Erosion control sheets
11. Utility plans/profiles
12. Storm sewer plans
13. Details
14. Lighting plan (Photometric)
15. Retaining wall design sheets

### **Step 4: Resubmittals**

Resubmittals must address prior comments. Requires responses from the engineer-of-record and updated plans.

### **Application Completeness Check for Resubmittals**

- Revised SDP drawings
- Engineer's response letter (detailed)
- Original redlines included
- Updated seals/signatures
- Recorded plat (or most current version)

### **Additional Review Fees**

First submittal + two resubmittals included. 4th submittal = new full fee. 5th and later submittals = \$1,000 per review.

## **Step 5: Abbreviated Submittal Approval Process (ASAP)**

Used when only minor issues remain. Applicant resolves issues in the meeting, permit signed the same day.

### **ASAP Meeting Requirements**

- Staff identifies ASAP as the next step
- Final Plat recorded
- SIP issued (if applicable)

Per Sec. 31-978: A Commercial Site Plan approval expires 24 months after approval unless a building permit is approved (or, if no building permit is required, a Certificate of Occupancy is issued). Before expiration, the applicant may request a one-time 24-month extension. If expired, a one-time reinstatement (up to 24 months) may be requested within 24 months of expiration, provided conditions and applicable regulations have not materially changed.

## **Step 6: Pre-Construction Meeting**

Once a SDP is approved, the applicant must schedule a pre-construction meeting. This is the only step requiring paper submittals. Construction may not begin until this meeting is held and the packet is approved.

### **Pre-Construction Submittal Requirements**

- Two paper sets of SDP/MSDP plans (24x36)
- Trench safety plan (if >5 ft depth)
- Engineer-sealed traffic control plan (11x17)
- Product submittals
- NOI and SWPPP (if required)
- Completed Pre-construction Request Form
- Performance bond for road lane work (120% value)
- Digital PDF copy of entire package

### **Revisions to Approved SDPs**

Changes after permit issuance require a revision submittal with:

- Engineer letter outlining changes
- Updated cover sheet with revision block
- Revised plan sheets in PDF with changes clouded and noted

## **Step 7: Closeout**

Development Services, Engineering, and Building Permits coordinate the final closeout. Includes acceptance of public improvements, virtual meeting, and issuance of the closeout checklist. Maintenance bonds, MECA, easements, etc., are required at this stage.

## **Area of Development Option**

A site development permit may be reduced to an area of development only when certain conditions are met: the excluded area remains undeveloped; the proposed work is independent; no retrofitting of existing site improvements is required; and is subject to approval by the Executive Director.

Per Sec. 31-979: A site development permit inspection is required (see Sec. 8-29) prior to submittal of a Certificate of Occupancy application.

## **Useful Information**

### **Additional Jurisdictional Information**

- Water Quality reviewed by TCEQ
- TxDOT access permits may be required
- Links available on City DACS webpage

### **Procedural Information**

- Always reference the latest packet, details, and codes
- SDP/MSDP may run concurrently with platting/zoning
- Administrative review (no hearings)
- Review timelines: 20 business days (first full), 15 days (resubmittals), 10 days (MSDP)
- Completeness checks required
- Approvals expire in 24 months, with one 24-month extension and one 24-month reinstatement available per Sec. 31-978

### **Applicable Ordinances and Standards**

- DACS General Guidelines
- 2015 IFC + City Amendments
- Chapter 31 Zoning, Chapter 26 Subdivision
- DACS Transportation, Drainage, and Utility specs
- International Building Code and Fire Code (local amendments)

### **Acknowledgement Waiver**

Applicant acknowledges receipt of this packet, understanding of requirements, and acceptance of conditions for site development permit approval.

## **City of Killeen – Contact List**

---

## Development Services

- **Wallis Meshier**  
*Executive Director*  
wmeshier@killeentexas.gov | (254) 501-7621
- 

## Planning Department

- **David Hermosillo**  
*Senior Planner*  
dhermosillo@killeentexas.gov | (254) 501-7641
  - **Maria Lopez**  
*Senior Planner*  
mlopez@killeentexas.gov | (254) 501-7630
  - **Kate Kizito**  
*Downtown Revitalization Director*  
kkizito@killeentexas.gov | (254) 501-7645
- 

## Building Inspections

- **Earl Abbott**  
*Building Official*  
eabbott@killeentexas.gov | (254) 501-7605
  - **Scott Merithew**  
*Chief Building Inspector*  
smerithew@killeentexas.gov | (254) 501-7749
  - **Jessica McMillan**  
*Interim Building Plans Examiner*  
jmcmillan@killeentexas.gov
- 

## Fire Department

- **James Chism**  
*Assistant Chief / Fire Marshal*  
jchism@killeentexas.gov | (254) 501-7677
  - **Cory Hall**  
*Captain / Inspector-Investigator*  
chall@killeentexas.gov | (254) 501-8864
- 

## Engineering

- **Andrew Zagars**  
*City Engineer*  
azagars@killeentexas.gov | (254) 616-3179
  - **Nilka Rosado**  
*Storm Water Project Manager*  
nrosado@killeentexas.gov | (254) 616-3174
  - **Steve Kana**  
*Assistant City Engineer*  
skana@killeentexas.gov | (254) 616-3175
  - **David Koberlein**  
*Development Engineer*  
dkoberlein@killeentexas.gov | (254) 616-3178
- 

### **Solid Waste Department**

- **Ricky Dugger**  
*Solid Waste Commercial Supervisor*  
rdugger@killeentexas.gov | (254) 501-7783
- 

### **Water & Sewer Services – BPAT / FOG / CSI**

- **John Wiley**  
*Manager of Water & Sewer*  
jwiley@killeentexas.gov | (254) 501-6305
- **Joshua Yamasta**  
*BPAT / FOG*  
jyamasta@killeentexas.gov | (254) 285-9690
- **Marciano King**  
*BPAT / FOG*  
mking@killeentexas.gov | (254) 501-6316
- **Christian Claudio**  
*BPAT / FOG*  
ccclaudio@killeentexas.gov | (254) 501-6324
- **Sergio Alvarez**  
*BPAT / FOG*  
salvarez@killeentexas.gov | (254) 501-6317

# **SITE DEVELOPMENT PERMIT PACKET**

Application Information & Procedures

Development Services Department

City of Killeen, Texas

Updated: September 2025

Effective Date: October 1, 2025

