



CITY OF
TOPEKA

WHAT TO EXPECT
WHEN APPLYING FOR A PERMIT ON OUR
APPLICATION PORTAL

DEVELOPMENT SERVICES DIVISION

COMMERCIAL FENCE

Application Help... before you apply:

Please provide a site plan (pdf, jpg, or png) indicating property lines, dimensions and locations of fences, buildings, right-of-way, utility, drainage or other easements, scale and north arrow.

Maximum height limitations on fences: Front: 4 feet / Rear: 8 feet / Side not in front: 8 feet / Side in front: 4 feet

Fence is to be placed on private property and may not be placed in the city's right-of-way, which is approximately 1 foot back of an existing public sidewalk.

On corner lots, fences cannot be placed in the 40 foot sight distance triangle.

The following questions will be asked through our portal application

Section 1 Questions: Basic Info about the application

Project Name: _____

This would be the proposed project name. This is not a required question.

Address: _____

You can enter the project address or locate it on the map.

This can be left blank. You will be required to input Parcel ID numbers later in the application process.

Section 2 Questions: People

Please provide as much information as possible.

(Required) Applicant: Required questions are name/address/daytime and other phone/email

Owner: Who is the property owner?

Architect

Civil Design Professional

Structural Design Professional

Electrical Design Professional

Mechanical Design Professional

Plumbing Design Professional

Fire Suppression Design Professional

Section 3 Question: Contractor

From the pop-up, choose as many options as applicable. If you don't have a contractor yet, you can skip to the next section

PORTAL APPLICATIONS

Section 4 Questions: Data Section

All questions should be answered, but some questions are “required” so you cannot move forward with the application with answering them. If you finish this section and cannot move forward when you click “next”, review your answers to make sure all required questions have been answered.

Fence Address: _____

Provide the address of the property the fence will be built on.

Lot(s): _____ Block: _____ Subdivision: _____

Fence Type: (Choose from dropdown list: Wood / Plastic / Chain Link / Iron Picket / Split Rail / Other)

If “Other” (above) – provide description of fence: _____

Fence Height Front Yard: _____

Fence Height Side Yard 1: _____

Fence Height Side Yard 2: _____

Fence Height Rear Yard: _____

Is this fence located on a corner lot?: Yes / No

Is the property a designated local landmark or on the state or national register of historic places? (Y/N)

Is the property in a designated floodplain? (Y/N)

The following questions must be checked “Yes” or your application will not be processed:

I Understand: (Part 1) The City will require the immediate removal of any fence placed or located within drainage, utility or other easements, which materially interferes with the use of the easement.

Part 2: Upon notice by the City, the owner at the owner’s expense shall remove the fence.

Part 3: If the owner fails to remove the fence, then the City shall cause its removal and the property owner shall be responsible for all removal costs.

Attachments (Document Upload)

In the Attachment section, click on Add and choose your first document to upload.

Document Type: Label – you must choose a label for your document. Available labels are specific to permit type.

In the Document Type Label dropdown, some labels will have a red * indicating you must upload this document and provide this label before you can move forward with your application.

If you have difficulty uploading a document, please contact us or send via email to DSDPermits@topeka.org.

Terms and Conditions

The City shall not be responsible for any damage caused to a fence or its removal, which may result from the repair or maintenance of any drainage easement or the repair or maintenance of any utilities located in utility easement.

The property owner understands and agrees to indemnify and hold the City harmless for damage, claims, costs, suits, judgments and expenses specifically including attorneys’ fees of any nature whatsoever arising out of or in connection with the construction, repair or maintenance of a fence. The city’s failure to immediately enforce its rights in relation to its easements shall not constitute a waiver of its right to do so and shall not prevent the City from causing the removal of a fence, which materially interferes with the use of a City easement.

PORTAL APPLICATIONS

In consideration for the permission to construct the fence specified in the fence permit application, the property owner hereby agrees to be bound by all the terms and conditions contained in this fence application.

Fees / Payment

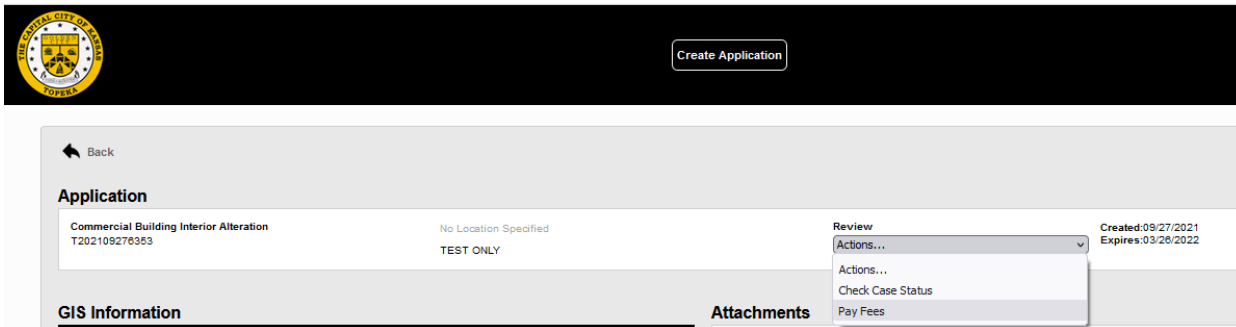
A notification will be emailed with payment and issuance options once your permit is approved.

To make payment

From the portal, click the Review tab and locate the permit application you're wanting to pay.

From the Actions... dropdown, choose Pay Fees.

You will be re-directed to our online payment portal where you can pay by credit card or e-check.



For assistance making a Planning payment using the online payment portal, contact Development Services at 785-368-3704