

**PROJECT REQUEST AND
NUMBER ASSIGNMENT FORM**

Please answer all questions, be complete and specific with responses. Send completed form to the City of Topeka Engineering Division, 620 S.E. Madison, 2nd Floor, Topeka, Kansas 66607. Incomplete forms will be returned for additional information.

REQUESTING AGENCY: _____

CONTACT PERSON: _____

SCOPE OF PROJECT: (Be specific)

SOURCE OF FUNDS: (Check one)

- Developer Financed Project
- KSA 12-6a Petition Project (City) **
- KSA 12-6a Petition Project (County)
- KSA 12-6a Hybrid Project (City)
- Other: _____

**** City petition projects received after May 1st, for construction in that same fiscal year, will require additional analysis by City staff prior to submittal for Council approval.**

ESTIMATED CONSTRUCTION COST: _____
(Note: Petition projects shall include a detailed Engineer's Estimate of Probable Construction Cost.)

TARGET CONSTRUCTION START DATE: _____

DEVELOPER INFORMATION:

Name: _____
Address: _____

Phone No. _____

PARTY RESPONSIBLE FOR PAYMENT (if not Developer):

Name: _____
Address: _____

Phone No. _____

SUPPLEMENTAL INFORMATION: (Any work done previously, project location, etc.)

Project Request and Number Assignment is hereby approved:

Mark Schreiner, City Engineer

Date

Project Number: _____

Project Engineer: _____