



CITY OF TOPEKA

PLANNING & DEVELOPMENT DEPARTMENT

SITE PLAN REVIEW APPLICATION

Submittal Requirements
see last page of application
SUBMIT TO:
planning@topeka.org

OWNER INFORMATION

Property Owner(s): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: _____ Email: _____

PLANNING DIVISION USE ONLY

CASE #: _____

DATE REC'D _____

PROJECT APPLICANT INFORMATION

Project Name (or Project applicant):

Authorized owner representative or professional agent (engineer, architect, attorney, etc.):

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: _____ Email: _____

AUTHORIZATION

I (we) am (are) the owner(s) of record for the subject property and hereby authorize filing of this application and any agent listed in this application to represent the owner(s). I (we) declare that all submitted information is complete and accurate. I (we) hereby acknowledge that all site plan review procedures have been reviewed and understood as part of this submittal.

Owner 1 Name: _____

Signature: _____ Date: _____

Owner 2 Name: _____

Signature: _____ Date: _____

SITE DEVELOPMENT INFORMATION

Location of property: please provide address (if available) **and** all Parcel ID(s)

Legal Description of property: *If necessary, submit as a Word document*

lot(s) _____ block _____ subdivision: _____ // lot(s) _____ block _____ subdivision: _____

Is a copy of the deed required? Yes No If yes, please attach to application

Site Area (sq ft) _____ Building or Expansion (sq ft) _____ Existing Zoning: _____

-----CITY OF TOPEKA PLANNING & DEVELOPMENT DEPARTMENT-----

620 SE MADISON, UNIT 11 | TOPEKA KS 66607 | 785.368.3728 | WWW.TOPEKA.ORG/PLANNING

APPLICATION UPDATED DECEMBER 2019

SITE PLAN REVIEW

INFRASTRUCTURE AVAILABILITY *(To be completed by design professional)* *----- Application will not be processed unless all questions have been answered -----*

Water/Sanitary Sewer: Is the site served by City water and Sanitary Sewer? **Yes** **No**

(Include map from City of Topeka Utilities Department showing the location and size of water and sewer mains)

1. What is the expected water consumption per day in gallons for the proposed use? _____
2. What is the required flow rate in GPM and/or peak instantaneous demand? _____
3. If industrial use, what is the expected wastewater discharge flow per day and waste stream characteristics? (i.e. BOD or TSS)

4. Will a fire service line be required and what size? _____
5. What is proposed water meter size?

Stormwater Quantity/Quality Treatment: If it was determined a Stormwater Management Plan is required at a pre-application meeting or per the COT **Stormwater Quality and Quantity Checklist** flowchart on Pg. 1, attach the plan and documentation with this application. This **Stormwater Quality and Quantity Checklist** which can be found under the stormwater link located at <https://www.topeka.org/utilities/about-the-stormwater-utility> on the Department of Utilities webpage.

1. Total Land disturbance area? _____
2. Total existing impervious area? _____
3. Total impervious area after improvements? _____
4. Will the existing flow pattern change? **Yes** **No**
4. Is a Floodplain or channel located on the site? **Yes** **No**
5. Will there be excavation within 500 feet of a levee unit? **Yes** **No**

Traffic Circulation/Roads:

1. Was a Traffic Impact Analysis required as determined at the pre-application meeting: **Yes** **No** If yes, please attach
2. Does the site have public street frontage access and where are existing/proposed access openings?
3. Is the City Traffic Engineer requiring street improvements or traffic improvements? **Yes** **No**

PLAN CONTENTS

Site Plan Contents: Include all items listed under TMC 18.260.050 unless otherwise specified by planning staff at the pre-application meeting. (<http://www.codepublishing.com/KS/Topeka/html/topeka18/Topeka18260.html#18.260>)

Landscape Plan Required? () Yes () No Include all items listed under TMC.235.050 unless otherwise specified by planning staff at the pre-application meeting. (<http://www.codepublishing.com/KS/Topeka/html/topeka18/Topeka18235.html#18.235.050>)

Was a Pre-Application Meeting or Zoning Inquiry completed with Staff? **Yes** **No** Date: _____

ALL SUBMITTALS MUST INCLUDE DIGITAL COPY (pdf files) OF ALL ITEMS EMAILED TO PLANNING@TOPEKA.ORG

-----CITY OF TOPEKA PLANNING & DEVELOPMENT DEPARTMENT-----



CITY OF
TOPEKA

**PLANNING & DEVELOPMENT
DEPARTMENT**

Submittal Requirements

All materials must be submitted digitally to planning@topeka.org

Unless otherwise specified, all documents should be sent as pdfs

CUP (Conditional Use Permit)	PUD or PUD Amendment	Re-Zoning (no PUD)	Site Plan Review	Subdivision (Major or Minor)	
					<p>If a pre-application meeting was held, please provide the documents as requested at that meeting.</p> <p>On the chart below: Y – Yes, the document(s) is/are required M – The document(s) are required only if requested by staff Blank – the document(s) is/are not required</p>
Y	Y	Y	Y	Y	Application (please send legal descriptions as Word files for re-zonings and CUPs)
Y	Y	Y		Y	Payment of Fee (check or credit card)
	Y				Master PUD Plan Two 24x36 print copies of the recorded PUD Master Plan will be due within 5 business days of recording.
Y	Y	Y	Y	Y	Vicinity Map (Aerial)
M	M	M	M	M	Traffic Impact Analysis (if requested)
				Y	Plat of Subdivision Preliminary and/or Final One 24x36 print copy of the final, approved copy of the preliminary plat will be due with mylar submission. Two 24x36 print copies of the recorded plat will be due within 5 business days of recording.
Y			Y		Site Plan For CUPs... One 24x36 print copy of the approved site plan must be submitted within 5 days of Governing Body approval.
Y	M		Y		Landscape Plan
M	M		M		Elevations
M	M		Y	Y	Stormwater Management Report
				M	Waiver of Extension REQUIRED IF major plat and preliminary and final plat are reviewed together
	M			M	Consent to Annexation
Y	Y	Y	Y	Y	Other documents requested by the Topeka Planning & Development Dept.

Documents and quantities listed are typical. If different documents/quantities are needed, Topeka Planning staff will request them.

For questions, contact the Planning & Development Department by phone, or email planning@topeka.org