



CITY OF TOPEKA

PLANNING & DEVELOPMENT DEPARTMENT

CONDITIONAL USE PERMIT (CUP) 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: _____

PROJECT APPLICANT INFORMATION

Project applicant (or **project name**): _____
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) allow posting of signage on the property by the City of Topeka for the requested zoning change. I(we) declare that all submitted information is complete and accurate. I (we) hereby acknowledge that all zoning application procedures have been reviewed and understood as part of this submittal.

Owner 1 Name: _____
Signature: _____ Date: _____
Owner 2 Name: _____
Signature: _____ Date: _____

PLANNING DEPARTMENT USE ONLY

CASE #: _____
DATE REC'D: _____
FILING FEE PAID: _____
PROPERTY TAXES CURRENT:
Y___ N___

NIA/NA(S) TO NOTIFY: (1/2 mile)

PROPERTY OWNER NOTIFICATION MAILING:

MAIL BY: _____
COUNCIL DISTRICT #: _____
REP: _____

LEGAL ADVERTISEMENT:

SUBMITTED: _____
PUBLISHED: _____

REQUESTED ACTION & SITE INFORMATION

Address or Location of property for which CUP is requested: _____

List ALL Parcel ID numbers : _____

Legal Description of property: *If unplatted, attach metes and bounds description*

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

Total area (acres or square feet): _____

CUP use requested: _____

APPLICATION FOR
CONDITIONAL USE PERMIT

Requested action & Site Info (cont'd)

If this is an amendment to an existing CUP, is it a **Minor Amendment** or a **Major Amendment**

Existing zoning of property: _____

Existing use(s) on the property: _____

How long has the existing use been active on the property: _____

PRE-APP MEETING DATE: _____

Is a Neighborhood Information Meeting (NIM) required? Yes No Date and time of NIM: _____

NIM Location (address and building name): _____

A CUP Site Plan is required unless waived by the Planning Director. The CUP site plan and Statement of Operations describing the proposed use and its operating characteristics shall provide sufficient detail to address the Guidelines of Evaluation of CUP Applications. These guidelines can be found below. Additional information available at www.topeka.org/planning/Documents/Applications.

Guidelines for Evaluation of CUP Applications

(A) Land Use Compatibility

- (1) Development density: Site area per unit, or intensity of use, should be similar to surrounding uses if not separated by major physical improvements or natural features.

(B) Height and Scale

- (1) Height and bulk: Development should minimize difference in height and building size from surrounding structures. Substantial differences shall be justified by urban design considerations.
- (2) Setbacks: Development should respect preexisting setback lines in surrounding area. Variations shall be justified by significant site features or operating characteristics.
- (3) Building coverage: When possible, building coverage should be similar to that displayed in surrounding areas. Higher coverage should be mitigated by landscaping, buffering or other site amenities.

(C) Site Development

- (1) Frontage: Generally, a project's frontage along a street or private way should be similar to its lot width.
- (2) Parking and internal circulation:
 - (i) Parking and circulation should serve all structures with minimal vehicular and pedestrian conflicts.
 - (ii) All structures shall be readily accessible to public safety vehicles.
 - (iii) Development shall have access to adjacent public streets or private ways. Internal circulation should distribute traffic to minimize congestion at access points.
- (3) Landscaped Areas: When possible, building coverage should be similar to that displayed in surrounding areas. Higher coverage should be mitigated by landscaping or other site amenities.

(D) Building Design

- (i) Architectural design and building materials should be compatible with surrounding properties if located adjacent to residential districts or in highly visible locations.
- (ii) The adaptive reuse and restoration of historically significant structures shall be considered. "Historically significant structures" means structures listed on the National Register of Historic Places or the State Register of Historic Places.

(E) Operating Characteristics

- (1) Traffic capacity: Projects should not materially reduce the existing level of service on adjacent streets. Projects will be required to make street improvements and/or dedicate right-of-way to mitigate negative effects.
- (2) External traffic: Project design should direct nonresidential traffic away from residential areas.

APPLICATION FOR CONDITIONAL USE PERMIT

- (3) External effects: Projects with long operating hours shall minimize effects on surrounding residential areas. Buffering techniques which isolate the conditional use from adjacent lower intensity uses may be required.
- (4) Outside storage: If permitted, outside storage areas shall be screened from adjacent streets and less intensive zoning districts and uses.

(F) Public Facilities

- (1) Sewage disposal: Developments involving sewage effluent shall connect to the public sewer system when available. If permitted, individual systems must not adversely affect public health, safety, or welfare.
- (2) Sanitary sewer: Sanitary sewer shall have adequate capacity to serve the development when connection to a sewer system is required.
- (3) Stormwater management:
 - (i) Development design should handle stormwater runoff without overloading or substantially diminishing capacity of public storm sewer system.
 - (ii) Development should not inhibit development of other properties.
 - (iii) Development should not increase probability of erosion, flooding, landslides, or other endangerment to surrounding properties.
- (4) Utilities: Projects requiring utility service shall provide evidence of such service to the site.

(G) Comprehensive Plan

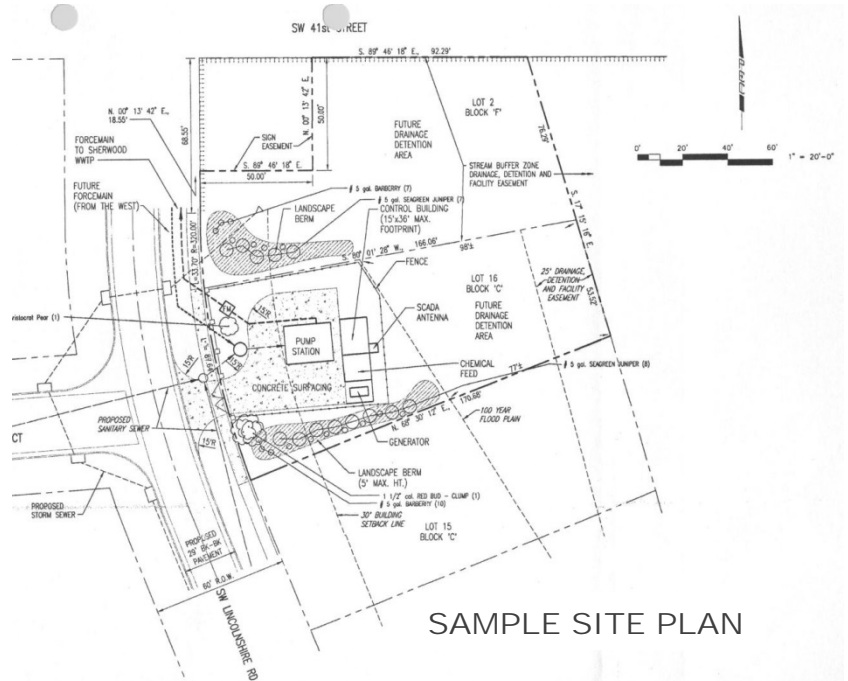
Projects should be consistent with the policies of the comprehensive metropolitan plan and should minimize adverse economic effects on surrounding properties.

(H) Additional Regulations

In addition to the foregoing guidelines, conditional uses shall be required to conform to the additional regulations specifically listed for a use as set forth in Chapter [18.225 TMC](#).

SITE PLANS FOR CONDITIONAL USE PERMITS

- a. Legal description of the property
- b. Location map.
- c. Dimension and bearing of all property lines.
- d. Name and address of property owner.
- e. Name, address and phone number of plan preparer.
- f. Date, scale, including bar scale, and north arrow.
- g. Names and dimensions of all adjacent and proposed streets and alleys.
- h. Location and dimensions of existing/proposed buildings, including setbacks to property lines
- i. Dimension of parking area including stalls and aisles.
- j. Location and dimensions of existing and proposed curb openings.
- k. Identify location, type and height of landscaping, fencing, and lighting
- l. Location and dimension of existing and proposed utilities, utility easements, fire hydrants.
- m. Location, height, area and setback of existing/proposed signage.
- n. Indicate existing zoning and provide a brief statement of use.





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