



CITY OF TOPEKA

PLANNING & DEVELOPMENT DEPARTMENT

REZONING APPLICATION

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

APPLICATION TYPE

Re-Zone/New PUD

PUD Major Amendment

PUD Minor Amendment

PLANNING DEPARTMENT USE ONLY

OWNER INFORMATION

Property Owner(s): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: _____ Email: _____

CASE #: _____

DATE REC'D: _____

FILING FEE PAID: _____

PROPERTY TAXES CURRENT:

Y___ N___

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

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: _____

PROPERTY OWNER NOTIFICATION MAILING:

MAIL BY: _____

MAIL BY: _____

COUNCIL DISTRICT #: _____

REP: _____

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: _____

LEGAL ADVERTISEMENT:

SUBMITTED: _____

PUBLISHED: _____

ZONING APPLICATION DETAILS

Re-zoning **from:** _____ **to:** _____ Total area (acres or square feet): _____

If a Planned Unit Development (PUD) rezoning, proposed zoning district use group(s): _____

Address or Location of property to be re-zoned: _____

Parcel ID numbers of all properties included: _____

Legal Description of property: If unplatted, send metes and bounds description as a Word doc; do not use shortened version on Sn. County website

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

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

APPLICATION FOR
REZONING

ZONING APPLICATION DETAILS (cont'd)

Existing use(s) on the property: _____

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

Proposed use(s), if known (please describe to ensure conformity to the proposed zoning district):

PRE-APP & NIM (Neighborhood Information Meeting)

PRE-APP MEETING DATE: _____

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

NIM Location (address and building name): _____

INFRASTRUCTURE AVAILABILITY

If the information below is not addressed in the pre-application notes, please contact the City's Engineering Division at 785.368.3842 and complete the following:

Water - Location and size of water main serving site:

Does the current system have adequate capacity? Yes No If not, are improvements anticipated? Yes No

Sanitary Sewer - Location and size of sewer main serving site:

Does the current system have adequate capacity? Yes No If not, are improvements anticipated? Yes No

Storm Drainage - How will storm water run-off be handled on site?

Does the current storm sewer system have adequate capacity for proposed use? Yes No

Traffic Circulation - Does the site have public street frontage access and where are existing/proposed access openings?

Are street improvements or traffic improvements anticipated? Yes No

APPLICANT JUSTIFICATION

Describe your reason for the zoning change:

In your opinion, how will the zoning change affect the surrounding properties and neighborhood?



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