



CITY OF TOPEKA

PLANNING & DEVELOPMENT DEPARTMENT

SUBDIVISION APPLICATION

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

APPLICATION TYPE:

Minor Plat Major Plat Lot Split Boundary Line Adjustment

Items included in initial submission:

Preliminary & Final Plats Preliminary Plat Final Plat Preliminary/Final Plat

Proposed Subdivision Name: _____

Common Address or Location and all Parcel ID Numbers: _____

Land area (acres): _____ Number of lots: _____ Current Zoning: _____ Proposed Zoning (if any): _____

Full Legal Description of Property: (if necessary, submit as a Word doc; do not use truncated version on Shawnee County website)

Describe the planned use: _____

Water Source: _____

Sewage Disposal Source: _____

Is any portion of the property within an established flood plain or stream buffer?	Yes	No
If yes:	Flood plain: 100 year	500 year
	Stream buffer: Type I	Type II Type III

Describe any infrastructure improvements that will not be the financial responsibility of the applicant/developer: _____

Will the streets be constructed in phases? Yes No
If yes, is phasing plan **attached** **on a plat**

Are there any requested variances to the Subdivision Regulations? Yes No If yes, list on plat map.

Are any common areas to be privately maintained? Yes No
If yes, are articles of incorporation attached? Yes No

Consent for annexation will be provided on the final plat is not applicable

PRE-APP MEETING DATE: _____

PLANNING DEPARTMENT USE ONLY

CASE #: _____

DATE REC'D: _____

FILING FEE PAID: _____

IF MAJOR PLAT OF SUBDIVISION

PROPERTY TAXES CURRENT:
Y () N ()

COUNCIL DISTRICT #: _____

REP: _____

PLANNING COMMISSION DATE: _____

LEGAL AD PUBLISHED: _____

APPLICATION FOR
SUBDIVISION

OWNER / AUTHORIZATION

OWNER INFORMATION

Property Owner(s) of record (#1): _____

Address: _____ Phone: _____

Property Owner(s) of record (#2): _____

Address: _____ Phone: _____

Property Owner(s) of record (#3): _____

Address: _____ Phone: _____

Developer(s) (if different than owner): _____

Property Owner of record (#1): _____

Address: _____ Phone: _____

Other Contact(s) (specify): _____

Property Owner of record (#1): _____

Address: _____ Phone: _____

AUTHORIZATION

This is to certify that all above Applicants of this subdivision have authorized me to prepare a plat of subdivision that fully complies with the provisions of the City of Topeka's Subdivision Regulations. The Applicant(s) further understand(s) that if any contract, option, agreement, etc. with any other individual/entity is executed for purchase of said described real property prior to the recording of said plat of subdivision, each individual/entity is required to be signatory to the subdivision. The information and data indicated by this application is true and correct to the best of my knowledge and a copy of this completed application has been forwarded to the Applicant(s).

Date: _____

Name of Submitting Consulting Engineer/Surveyor

Signature of Submitting Consulting Engineer/Surveyor

Firm Name: _____

Address: _____

Phone: _____ Contact's Email: _____



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