



CITY OF TOPEKA

WHAT TO EXPECT WITH CUP APPLICATIONS

PLANNING DIVISION

A completed "PROPERTY OWNER APPROVAL" document is required to be submitted with all applications. This document is available for download from our website at www.topeka.org/planning/application-forms/

The following questions will be asked through our portal application

Section 1 Questions: Basic Info about the application

Preferred Project Name: _____

This can be the name of the applicant or business you wish to open/operate, location, etc.

Common Address (if known): _____

This can be left blank if you prefer. You will be required to input Parcel ID numbers later in the application process.

Section 2 Questions: People

Owner Representative: If you are the owner, please enter your information here *and* in the property owner section. Required questions are name/address/daytime and other phone/email/company name

Project Contact Information: Who is the main, day to day point of contact?

Property Owner #1: Who is the property owner? If there are multiples, there are additional spaces for more owner info. Required questions are name/address/daytime and other phone/email

Section 3 Questions: Data Section

All questions should be answered, but some questions are "required" so you cannot move forward with the application with answering them. If you finish this section and cannot move forward when you click "next", review your answers to make sure all required questions have been answered.

Type of CUP Application: New, Major Amendment, Minor Amendment _____

Parcel ID Number(s) for all properties included in the application: _____

Common Address or location description of the property: _____

Full Legal Description of property: This must be the full metes and bounds description here. You can copy/paste info into this section and there is no limit to how much text can be entered.

Lot(s): _____ Block(s): _____ Subdivision: _____

Total Area: should be provided in square feet or acres and indicate which _____

CUP Use Requested Description of Project: _____

Current zoning of property: _____

Pre-App Meeting Date: _____

Is a Neighborhood Information Meeting (NIM) Required?: Y/N – If yes, provide date, time and location if known

APPLICATION FOR CONDITIONAL USE PERMIT

Attachments (Document Upload)

In the Attachment section, click on Add and choose your first document to upload.

Document Type: Label – [you must choose a label for your document](#). Available labels are specific to case-type. In your pre-app meeting, you should have been told what documents you need to upload for your case.

In the Document Type Label dropdown, some labels will have a red * indicating you must upload this document and provide this label before you can move forward with your application. **Required by all case-types is a Property Owner Approval form.**

If you have difficulty uploading a document, please contact us or send via email to planning@topeka.org.

Fees / Payment

Fees should have been discussed at your pre-app meeting.

A list of application fees is [available here](#).

To make payment

After you click “Submit”, fees will be listed on the next page.

From the Actions... dropdown, choose Pay Fees.

You will be re-directed to our online payment portal where you can pay by credit card or e-check.

The screenshot shows the top navigation bar with the City of Topeka logo on the left and a "Create Application" button on the right. Below this is a main content area with a "Back" link. The central part of the screen displays application details: "Application" with "Conditional Use Permit" and "CUP21-6" on the left, "No Location Specified" and "TEST" in the middle, and "Pending" status on the right. A dropdown menu is open under "Actions...", showing options: "Actions...", "Check Case Status", and "Pay Fees". On the far right, it shows "Created: 09/28/2021" and "Expires: 09/28/2020". At the bottom, there are tabs for "GIS Information" and "Related Documents".

For assistance making a Planning payment using the online payment portal, contact Kris Wagers at 785-368-3728 or email her at kwagers@topeka.org.

Submittals are not considered complete until payment has been received.

Additional Information

[Visit our website](#) for information on **Neighborhood Information Meetings**, required signage for public hearings, and more.