



# CITY OF TOPEKA

# WHAT TO EXPECT WITH SUBDIVISION APPLICATIONS

## PLANNING DIVISION

MINOR PLATS

**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/](http://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 is the name you intend to call your subdivision

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.

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

Common Address or location description of the property: \_\_\_\_\_

Proposed Subdivision Name: \_\_\_\_\_

Number of Lots included: \_\_\_\_\_

Pre-Application Meeting Date: \_\_\_\_\_

**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.

Description of Project: \_\_\_\_\_

Water Source with request for description if Rural Water District or "Other": \_\_\_\_\_

Sewage Disposal Method with request for description if not City or Septic: \_\_\_\_\_

Is any portion of the property within an established flood plain or stream buffer? If so, additional information is requested.

Are there any common areas? If yes, describe: \_\_\_\_\_

Are there any requested variances to the Subdivision Regulations? If yes, describe: \_\_\_\_\_

# APPLICATION FOR MINOR PLAT

Is the property within the incorporated city limits of Topeka?: \_\_\_\_\_

If no, how will Consent to Annexation be provided: on the final plat, by City Consent to Annex document, or Other

## 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](mailto: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" type is "Conditional Use Permit" (CUP21-6), "No Location Specified" with "TEST" as a placeholder, and the status is "Pending". A dropdown menu is open under "Actions...", showing options: "Actions...", "Check Case Status", and "Pay Fees". On the right side, 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](mailto:kwagers@topeka.org).

**Submittals are not considered complete until payment has been received.**