

Preferred Project Name:

## WHAT TO EXPECT

WHEN APPLYING FOR PUD ZONING or MAKING AMENDMENTS TO PUDS

# 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 <a href="https://www.topeka.org/planning/application-forms/">www.topeka.org/planning/application-forms/</a>

The following questions will be asked through our portal application

Section 1 Questions: Basic Info about the application

This would be the proposed PUD Master Plan name		
Common Address (if known): This can be left blank if you prefer. You will be require		
This can be left blank if you prefer. You will be require	ed to input Parcel ID numbe	ers later in the application process.
Section 2 Questions: People		
Owner Representative: If you are the owner, pleas questions are name/address/daytime and other phon	se enter your information he ne/email/company name	ere and in the property owner section. Required
Project Contact Information: Who is the main, day	to day point of contact?	
Property Owner #1: Who is the property owner? If a questions are name/address/daytime and other phone		re additional spaces for more owner info. Required
Section 3 Questions: Data Secti	ion	
		nnot move forward with the application with answering eview your answers to make sure all required question
Parcel ID Number(s) for all properties included	in the application:	
Common Address or location description of the	property being re-zoned	:
Proposed PUD Name:		
Current Zoning of the Property:		
Proposed Zoning (PUD with what use groups?):		
Application Type: (Is this a new PUD or is it a Majo	or or Minor Amendment to a	n existing PUD?):
Total Area (# of acres or portion thereof) of prop	perty to be re-zoned:	
<b>Legal Description of property</b> (if not platted, en section and there is no limit to how much text can be	eter the full metes and bound entered.	ds description here. You can copy/paste info into this
If property is platted, enter: Lot(s)	/ Block	/ Subdivision
Proposed Uses (if known):	· · · · · · · · · · · · · · · · · · ·	
Pre-Application Meeting Date:		
<del>-</del>		

-----CITY OF TOPEKA PLANNING & DEVELOPMENT DEPARTMENT------

### **PUD ZONING**

You should have been emailed "notes" from your pre-app meeting. You will be asked to upload these notes later in the application process.

NIMs are part of the pre-application meeting discussion.

Is a Neighborhood Information Meeting (NIM) required? (yes or no) / If yes, please provide date:

#### **Attachments (Document Upload)**

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

Document Type: Label – <u>you must choose a label for your document</u>. 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.

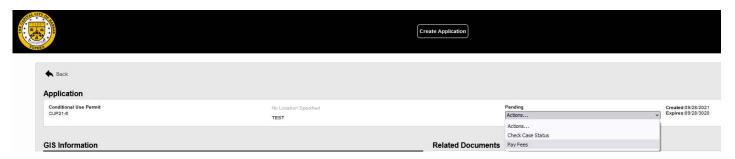
A list of application fees is available here.

### 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.



For assistance making a Planning payment using the online payment portal, contact Kris Wagers at 785-368-3728 or <u>email</u> 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.