



CITY OF TOPEKA

WHAT TO EXPECT WITH SPR 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.

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

Was a Pre-App Meeting or Zoning Inquiry completed with staff? If so, when?: _____

Description of the proposed project: _____

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: _____

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

Building or Expansion (Sq. Ft): _____

Existing Zoning: _____

WATER/SANITARY SEWER QUESTIONS:

For assistance answering these questions, contact

Is the site served by City water and sanitary sewer? Y/N - (Include map from City of Topeka Utilities Department showing the location and size of water and sewer mains) (This document can be uploaded later in the application process.)

APPLICATION FOR
SITE PLAN REVIEW

What is the expected water consumption per day in gallons for the proposed use? _____

What is the required flow rate in GPM and/or peak instantaneous demand? _____

If industrial use, what is the expected wastewater discharge flow per day and waste stream characteristics? (i.e. BOD or TSS): _____

Will fire service line be required and if so, what size? _____

What is the proposed water meter size? _____

STORMWATER QUANTITY/QUALITY SECTION

For assistance answering these questions, contact

What is the total land disturbance area? _____

What is the total existing impervious area? _____

Will the existing flow pattern change? (Y/N)

Is a Floodplain or Channel located on the site? (Y/N)

Will there be excavation within 500 feet of a levee unit? (Y/N)

TRAFFIC SECTION

Was a Traffic Impact Analysis required as determined at the pre-application meeting? (Y/N) IF YES, please upload the study document as an attachment.

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

There are no fees associated with Site Plan Reviews.

Additional Information

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