



# CITY OF TOPEKA

## PLANNING & DEVELOPMENT DEPARTMENT

# PERMIT APPLICATION Short Term Rental

SUBMIT ALL REQUIRED DOCUMENTS TO:  
**planning@topeka.org**

### APPLICANT INFORMATION

Street Address of Short Term Rental: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Permit will be sent to this email address

Applicant's Home Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

For Short Term Rental Standards see Topeka Municipal Code, Sections 18.60.010  
(Use Tables, Residential) and 18.225.010 (z) (aa) and (bb).

Topeka Municipal Code available at: <https://topeka.municipal.codes/TMC/18>

**\* A \$125 permit fee is to be paid at the time of submitting the application**

### PLANNING DEPARTMENT USE ONLY

#### PERMIT #

STR \_\_\_\_\_ / \_\_\_\_\_

#### DATE APP REC'D:

#### FILING FEE PAID:

### SITE INFORMATION

#### TYPE OF SHORT TERM RENTAL

SEE "DEFINITIONS" ON LAST PAGE FOR MORE INFORMATION

#### Type I - Owner Occupied

#### Type II - Non-Owner Occupied

#### Type III - 6+ Bedrooms

\_\_\_\_\_ How many sleeping rooms will be provided for transient guests?  
see "definitions" on last page for more information

\_\_\_\_\_ If a Type I or Type III Short Term Rental, how many bedrooms will be occupied by the primary resident or members of the primary resident's household?

\_\_\_\_\_ Total number of parking spaces will be provided to guests (see "Parking Standards" on last page of application)

\_\_\_\_\_ Off-street (on private property)

\_\_\_\_\_ On-Street (not on private property)

\_\_\_\_\_ If a Type I or Type III Short Term Rental, how many parking spaces will be for use by the primary resident or members of the primary resident's household?

Date of original Permit: \_\_\_\_\_

A site plan or aerial photo of the property identifying parking for primary residents and guests may be required.

### ACKNOWLEDGEMENTS

Please check each box below to indicate you have read the statement.

Parking of commercial vehicles by transient guests is not permitted.

The exterior of the dwelling and premises shall outwardly remain and appear to be a residential dwelling giving no appearance of a business use.

APPLICATION FOR SHORT TERM RENTAL PERMIT

The primary entrance to all rooms accessible to guests shall be within the dwelling. An original secondary exterior entrance opening onto a porch or balcony or from a basement unit is allowed.

Individual guestrooms shall not contain cooking facilities.

Signage shall comply with the sign regulations applicable to residential uses. TMC sign code 18.10 (A separate sign permit may be required.)

Only retail sales of a nature clearly incidental and subordinate to the primary use of the premises as a short-term residential rental establishment shall be permitted.

The trash and recycling receptacles shall be of sufficient size and number to accommodate all refuse generated by the owner and the guests.

Outdoor activities shall not produce any excessive, unnecessary, and unusual or loud noises which: (1) create a nuisance; or (2) which interfere with the use or enjoyment of property of any person of reasonable sensibilities.

**Type I and II** shall not be used for weddings, receptions, large parties or gatherings, business meetings, or similar activities. **Type III**, all scheduled events shall be by prearranged contract or agreement. Such events shall not be open to the general public. Social events shall be restricted to between the hours of 9:00 a.m. and 11:00 p.m. Parking for Social Events. Off-street parking for event guests shall meet the same number requirements as required by TMC 18.240.030 for religious assembly or cultural facilities.

Any **type II** in an R, M-1, or M-1A district established **after March 1, 2021** shall be no closer than 500 feet from another type II or type III in an R, M-1, or M-1A district.

Administrative permit. Upon receipt of an application and payment of permit fee, the Director will determine whether the application meets the requirements of the TMC 18.225.010. Upon approval, the Director will issue the permit and notify owners of all parcels adjacent to the subject property of the issuance of the permit. **The administrative permit shall be valid for two years and may be renewed upon a finding of compliance with the requirements and payment of a fee.** The Director may deny an application, revoke, or suspend a permit for failure to comply with TMC18.225.010.

**This application is not a building permit or an indication of whether the building meets building, electrical, plumbing, ADA requirements, or fire codes.**

Please include any additional information here:

SIGNATURES

I certify that the above information is correct and true to the best of my knowledge.

Applicant's Signature (if different than property owner) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ PRINT OR TYPE NAME \_\_\_\_\_

I have reviewed the above application and approve such use on the premise.

Property Owner Signature(s) \_\_\_\_\_

Property Owner Name(s) \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**A \$125 permit fee is to be paid at the time of submitting the application.**

Please make payment by credit card or e-check at **PayOnline** <https://www.topeka.org/payonline/>  
 Indicate it is for **Planning Division Payment**. Account Number is the **STR Address**.

**Return completed form by email to:** [planning@topeka.org](mailto:planning@topeka.org)

**or mail to:** City of Topeka Planning Division | 620 SE Madison, Unit 11 | Topeka, KS 66607

**DEFINITIONS**

**“Owner-occupied”** means any dwelling in which the owner of record resides for 182 days or more per calendar year.

**“Non-owner Occupied”** means any dwelling in which the owner of record does not reside in the dwelling or resides in the dwelling fewer than 182 days per calendar year.

**“Short-term residential rental, type I”** means any owner-occupied dwelling which: (1) contains rooms furnished for the purposes of providing lodging to transient guests; (2) is kept, used, maintained, advertised or held out to the public as a place where sleeping accommodations are available for pay or compensation by transient guests; and (3) has no more than five bedrooms furnished for the accommodation of such guests.

**“Short-term residential rental, type II”** means any non-owner-occupied dwelling which (1) contains rooms furnished for the purposes of providing lodging to transient guests; (2) is kept, used, maintained, advertised or held out to the public as a place where sleeping accommodations are available for pay or compensation by transient guests; and (3) has no more than five bedrooms furnished for the accommodation of such guests.

**“Short-term residential rental, type III”** means any dwelling, which may or may not be owner-occupied, and which (1) contains rooms furnished for the purposes of providing lodging to transient guests; (2) is kept, used, maintained, advertised or held out to the public as a place where sleeping accommodations are available for pay or compensation by transient guests; and (3) has six or more bedrooms furnished for the accommodation of such guests.

**“Transient guest”** means a person who occupies a short-term residential rental for not more than twenty-eight (28) consecutive days.

**PARKING STANDARDS per Topeka Municipal Code**

**TMC 18.240.030 - Required Off-Street Parking Spaces**

Each parking space on private property must have a minimum width of 9 feet and length of 19 feet on a hard surface of concrete, asphalt, or compacted gravel meeting City of Topeka standards and accessible by an approved or existing driveway.

Short Term Rental Type	Parking Required
<p><b>Short Term Residential Rental, Type II</b></p>	<p>As required for single and two-family dwellings.</p> <p>Up to two on-street parking spaces may substitute for required off-street parking if the property contains frontage of 22 feet or more, exclusive of driveway approaches, sidewalk ramps, and no parking zones. A minimum of 22 feet of frontage on a street is required for each on-street parking space.</p>
<p><b>Short Term Residential Rental, Type I and III</b></p>	<p>1 per every 2 bedrooms for guests in addition to parking required for the residence. In the calculation of parking for guest rooms, a fraction of one-half or more shall be rounded up to the next whole number.</p> <p>Up to three on-street parking spaces may substitute for required off-street parking if the property contains frontage of 22 feet or more, exclusive of driveway approaches, sidewalk ramps, and no parking zones. A minimum of 22 feet of frontage on a street is required for each on-street parking space.</p>