



CITY OF TOPEKA

WHAT TO EXPECT WHEN APPLYING FOR A SHORT TERM RENTAL PERMIT

PLANNING DIVISION

If you are not the property owner, a completed "PROPERTY OWNER APPROVAL" document is required to be submitted with your application.

This document is available for download from our website at www.topeka.org/planning/application-forms/

Definitions and Information about Zoning Requirements and Parking Standards
AVAILABLE AT <https://www.topeka.org/planning/str/>

The following questions will be asked through our portal application

Section 1 Questions: Basic Info about the application

Preferred Project Name: _____
This is usually the applicant's name.

Common Address: _____
This would be the address of the Short Term Rental.

Section 2 Questions: People

Property Owner 1: Provide name and contact information for the legal property owner. If you are the owner, please enter your information here *and* in the Applicant section.

Applicant Information: Applicant/Operator of the Short Term Rental.

Section 3 Questions: Data Section

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 Short Term Rental: Choose from dropdown list: I – Owner Occupied / II – Non-Owner Occupied / III – 6+ Bedrooms

How many sleeping rooms will be provided for transient guests? _____ "Transient guest" means a person who occupies a short-term residential rental for not more than twenty-eight (28) consecutive days.

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? _____

INFORMATION ABOUT PARKING STANDARDS IS AVAILABLE AT <https://www.topeka.org/planning/str/>

Total number of parking spaces will be provided to guests: _____

Off-Street Parking Places (on private property): _____

On-Street Parking Places (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?: _____

I own the property the permit is for. (Yes/No)

APPLICATION FOR SHORT TERM RENTAL PERMIT

If no to the above question: I have a signed Owner Authorization Form to upload with this application. (Yes/No) Note: your application will not be processed without this document.

ACKNOWLEDGEMENTS:

You must check the box next to each of the statements below. Failure to answer YES will result in your application not being processed.

I understand: 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.

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.

You are applying for an 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.

APPLICATION FOR
SHORT TERM RENTAL PERMIT

Attachments (Document Upload)

In the Attachment section, click on Add and choose the document you wish to upload.

Document Type: Label – [you must choose a label for your document](#).

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

Fees / Payment

The non-refundable fee for a Short Term Rental Permit Application is \$125..

Submittals are not considered complete until payment has been received.

Terms & Conditions

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

PAYMENT IS DUE WITH YOUR APPLICATION AND SHOULD BE MADE ONLINE USING OUR ONLINE PAYMENT PORTAL.