



CITY OF
TOPEKA

WHAT TO EXPECT WHEN APPLYING FOR A ZONING CHANGE

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 might be the applicant’s name or the business that you’re hoping to put on the property, 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: _____

Address or location description of the property being re-zoned: _____

Current Zoning of the Property: _____

The following questions help determine amount due. If answer is “zero” then do not enter anything. Fees are based on numbers from 0-5 acres, 5.1-10 acres; 10.1-20 acres; 20.1+ acres.

of acres rezoning to RR-1, R-1, R-2, R-3: _____

of acres rezoning to M-1, M-1a, M-2, M-3, O&I-1, O&I-2, O&I-3: _____

of acres rezoning to C-1, C-2, C-3, C-4, D-1, D-2, D-3, I-1, I-2, X-1, X-2, X-3: _____

of acres rezoning to OS-1: _____

of acres rezoning to U-1: _____

Is this a U-1 Amendment? (yes/no)

Legal Description of property (if not platted, enter 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.

If property is platted, enter: **Lot(s)** _____ / **Block** _____ / **Subdivision** _____

Pre-Application Meeting Date: _____

APPLICATION FOR REZONING

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: _____

NIM Meeting Time and Location (address and building name if known.)

Describe your reason for the proposed zoning change:

Please provide any additional information you feel is relevant to your application:

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

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 "Application" section displays "Conditional Use Permit CUP21-6" and "No Location Specified TEST". A "Pending" status is shown with a dropdown menu open, listing "Actions...", "Check Case Status", and "Pay Fees". On the right, it indicates "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](mailto:kwagers@topeka.org) 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.