City of Topeka “Basic” Development Review Flow Chart

Planning Phase
- Track 1: building permit only
- Track 2: building permit + site plan review
- Track 3: building permit + site plan review + zoning/major plat

Permits Phase
- State/Federal Approvals (if needed)
- Submit Construction Plans for Building Permit
- Plans Reviewed and Approved*
- Permits Issued
- Minor/Major Plat, PUD Master Plan Recorded (if needed)
- Building, Trade, and Site Inspections Finalized
- Certificate of Occupancy Issued

Construction Phase

Pre-Application Meetings
- Track 1: building permit only
- Track 2: building permit + site plan review
- Track 3: building permit + site plan review + zoning/major plat

Site Plan Review (SPR) preliminary approval*
Submit Minor Plat (if needed)
Neighborhood Information Meeting
City Staff Comments/ Applicant Responses
Staff Report Recommendations
Public Hearing (Planning Commission or Other Body)
Governing Body or Other Body Approval
GO BACK TO TRACK 1 OR 2

Lead Staff
- Multi-Department Review Team: 785-368-3704
- Planning: 785-368-3728
- Development Services: 785-368-3704

Note: The Development Review flow chart is intended to graphically illustrate the basic steps in the overall development review and permitting processes for our customers. The flow chart does not anticipate all the conditions that may arise on a given development project and should only be used as a reference. City of Topeka Planning and Development staff will lead processes to determine exact steps and information required based on adopted codes and policies. Questions about the process can start by calling 785-368-3704.

*Potential Reviews/Inspections:

START HERE

City of Topeka "Basic" Development Review Flow Chart
GO BACK TO TRACK 1 OR 2

APRIL 2023