



CITY OF TOPEKA

Planning & Development Department
620 SE Madison, Unit 11 Topeka KS 66607 785.368.3728

REQUEST FOR INFORMATION

SUBJECT PROPERTY INFORMATION

Property Address: _____

Parcel ID Number: _____

Zoning Verification Letter	No Fee
A letter on City of Topeka letterhead stating the zoning for a particular address or parcel ID number. Zoning can also be confirmed verbally or via email.	
Zoning Compliance Letter	\$50
A letter or document on City of Topeka letterhead that includes zoning district confirmation, compliance information, whether or not the property can be rebuilt / or zoning research.	
Copy of Plat, Master PUD, Ordinance(s) and/or Resolution(s), CUP or Site Plan	\$10 Research + \$5.00 per document
Open Zoning Code Violations	\$5
Open Building Code Violations	\$5 per building
Certificate(s) of Occupancy	\$10 per building
Open Building Permits	\$10 per building
Building Permit History	\$10 per building
Inspection Reports	\$5 per building
Licenses	\$5
Certificate of Insurance	\$5

Fees are based on standard research requests with responses provided digitally. If substantial research is required and additional fees are to be charged, you will be notified ahead of time. Schedule of fees for KORA requests is set by the City Clerk.

Email this completed form to planning@topeka.org

If you are requesting any items or records other than those listed above, please visit www.topeka.org/cityclerk/open-records/ for submittal information.

YOUR CONTACT INFORMATION

Company: _____

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____