

TOPEKA PLANNING DEPARTMENT

AERIAL PHOTOGRAPHS

Includes Topeka and Shawnee County

Disposition: permanent

AMENDMENT FILES

Includes amendments to zoning and subdivision regulations, as well as the transportation, neighborhood, and comprehensive plans

Disposition: permanent

ANNEXATION CASE FILES

Disposition: permanent

BOARD OF ZONING APPEALS CASES

Appeals, variances and exceptions. File contains applications, staff reports, agendas, minutes and some times has back up material from the applicant w/the application. The agendas and minutes are kept electronically.

Disposition: permanent

CAPITAL IMPROVEMENT PLAN

Disposition: permanent

COMPREHENSIVE PLAN

Disposition: permanent

CONDITIONAL USE PERMIT PETITION FILES

Previously called special use permit petition files

Disposition: permanent

HISTORIC STRUCTURE FILES

Disposition: permanent

HOME OCCUPATION FILES

Includes applications, licenses, current renewal notices, and any other unique correspondence

Active: 3 years after denial or expiration of license

Disposition: permanent

LANDMARKS COMMISSION

Includes applications, staff reports, agendas, minutes and back-up material from the applicant. The agendas and minutes are kept electronically.

Disposition: permanent

LICENSING FILES

Verifications for salvage yards, ABC establishments, and vehicle sales lots

Active: 2 years

Disposition: destroy

PLANNING COMMISSION ASSOCIATED DOCUMENTS

Includes hand-outs, and other documents not included in transcript file

Active: 5 years

Disposition: destroy

PLANNING COMMISSION TRANSCRIPT FILE

Includes minutes, agendas, annual roster, and other documents showing history

Disposition: permanent

NEIGHBORHOOD PLAN

Disposition: permanent

METROPOLITAN TOPEKA PLANNING ORGANIZATION DOCUMENTS

Includes rosters, hand-outs, and other documents not included in transcript file

Active: 5 years

Disposition: destroy

METROPOLITAN TOPEKA PLANNING ORGANIZATION TRANSCRIPT FILES (non-current council)

Includes minutes, agendas, and other documents showing history of organization. These items are kept electronically.

Disposition: permanent

PLAT OF SUBDIVISION FILES

Includes drainage reports, analyses, staff reports, plats of survey, and other documents

Disposition: permanent

STREET NAME FILES

Disposition: permanent

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Disposition: permanent

UNIFIED PLANNING WORK PROGRAM (UPWP)

Disposition: permanent

VACATION PETITION FILES

Includes street, alley, and easement vacations

Disposition: permanent

WASTEWATER MANAGEMENT PLAN WAIVERS

Disposition: permanent

ZONING PETITION FILES

Active: 1 copy

Disposition: permanent