



Site Plan Review Application Form

City of Topeka Planning Department
620 SE Madison, 3rd Floor (Unit #11)
Topeka, KS 66607-1118
Phone 785-368-3728 Fax 785-368-2535
www.topeka.org/planning

PLANNING OFFICE USE ONLY

Date Submitted _____ Case # _____
Zoning _____
Neighborhood Plan/Future Land Use _____
Historic Dist. _____ PID _____
Subdivision _____

Applicant Information

Property Owner(s): _____
Street Address: _____
City: _____ State: _____ Zip: _____ E-mail: _____
Work phone: _____ Home phone: _____ Fax: _____

Design Professional (Engineer, Architect, Landscape Architect, etc.):

Street Address: _____
City: _____ State: _____ Zip: _____ E-mail: _____
Work phone: _____ Home phone: _____ Fax: _____

Site Development Information

Location of Property: (if no address is available, indicate nearest crossroad or landmark):

Legal Description of Property: lot(s) _____ block _____ subdivision _____
If necessary, attach to this application lot(s) _____ block _____ subdivision _____

Is Copy of Deed required? Yes No **If yes, attach to application**

Site Area (ttl sq ft) _____ **Building or Expansion** (ttl sq ft) _____ **Developed Area** (ttl sq ft) _____

Description of Existing Improvements:

Description of Proposed Project in detail (continue on next page if necessary):

APPLICATION IS NOT COMPLETE WITHOUT PAGE 2 – AUTHORIZATION SIGNATURES

Description of Proposed Project - cont'd from previous page

PLEASE INDICATE HOW THESE SERVICES ARE PROVIDED:

Sewer Service connection: _____

Water Service connection: _____

Other Utility connections: _____

Authorization

I (we) am (are) the owner(s) of record for the subject property and hereby authorize filing of this application and any agent listed in this application to represent the owner(s). I (we) declare that all submitted information is complete and accurate. I (we) hereby acknowledge that all site plan review procedures have been reviewed and understood as part of this submittal.

Owner 1 Name: _____

Owner 1 Signature: _____ Date: _____

Owner 2 Name: _____

Owner 2 Signature: _____ Date: _____

Plan Contents

Site Plan Contents: Include all items listed under TMC 18.260.050 unless otherwise specified by planning staff at the pre-application meeting. (www.topeka.org/governmentconnect/municipalcode)

Landscape Plan Required? Yes No Include all items listed under TMC 18.235.050 unless otherwise specified by planning staff at the pre-application meeting. (www.topeka.org/governmentconnect/municipalcode)

DIGITAL COPIES OF PLANS MUST BE SUBMITTED WITH APPLICATION

Was a Pre-Application Meeting or Zoning Inquiry completed with Staff? Yes No

If yes, when? _____ If yes, attach pre-application meeting checklist.