

**INSTRUCTION SHEET FOR ZONING AMENDMENT PROTEST PETITIONS
IN THE CITY OF TOPEKA, KANSAS**

This protest petition form shall be used to submit protests to the Council of Topeka, Kansas in cases of amendments to the district-zoning map in accordance with **K.S.A. 12-757(f)**, if a protest against such amendment is made in accordance with the following provisions:

“...if a protest against such amendment is filed in the office of the City Clerk, within fourteen (14) days **after** the date of the conclusion of the public hearing pursuant to the publication notice, signed by the owners of record of twenty (20%) percent or more of any real property proposed to be rezoned or by the owners of twenty (20%) percent of the total area required to be notified by this act of the proposed rezoning of a specific property, excluding streets and public ways, the ordinance adopting such amendment shall not be passed except by at least a three-fourth (3/4) vote of all of the members of the governing body.”

In filling in this form please:

1. Enter in Section 1 of the petition the information about the property **against** which the protest is made. This information can be found in the notice that you received from the Planning Department, and includes the rezoning case number, the general location/address of the property, as well as the existing and proposed zoning districts.
2. Use a separate form for each property (or group of contiguous properties) for which the owner(s) wish to file a protest. If you own more than one property within the protest area, which are not contiguous to each other, file a separate petition for each property. Enter in Section 2 of the Petition:
 - A) Full name of Owner(s), **including spouse when in joint tenancy.**
 - B) The full legal description of your property by lot, block, and addition, or by metes and bounds description. Include the street address of your property. Attach an additional sheet for lengthy descriptions.
 - C) Have each of the signatures acknowledged by a Notary Public. Additional statements of acknowledgement may be attached to the petition.

(See the example below for a husband and wife owning one lot)

	Lot 6	Block 9	Addition Meadow	Street & No. 901 SW Lark St.
Signature				

John R. Doe

 Typed or Printed Name

	Lot 6	Block 9	Addition Meadow	Street & No. 901 SW Lark St.
Signature				

Mary L. Doe

 Typed or Printed Name

3. **Protest Petitions must be submitted to the City Clerk**, 215 SE 7th Street-City Hall, Room 166, Topeka, Kansas, 66603. The petitions will be presented to the City Council when that body considers the zoning amendment.

IMPORTANT

Zoning Amendment Protest Petitions must be submitted to the City Clerk within 14 days following the Planning Commission Public Hearing if they are to be considered as a legal requirement making necessary a ¾'s (three-fourths) vote by the Governing Body of the City of Topeka.

In the event a petition protesting a change in zoning is filed and **the petitioner wishes to withdraw or modify the petition**, the petitioner shall file a notarized statement with the City Clerk, prior to the close of business hours of the last day within the 14 days during which petitions may be filed.

Failure to include the complete, accurate legal description of your property or failure to include the signatures of all owners of record (eg: spouse) of your property will invalidate this petition.