

## **APPLICATION PHASE**

The Application Phase will involve the following steps:

### **STEP 1: Obtain an application (See Example)**

- Application will need to be obtained from the City Clerk's Office. You may either obtain the application in person or request that one be mailed to you.

City of Topeka  
City Clerk's Office  
215 SE 7<sup>th</sup> Street, Room #166  
Topeka, Kansas 66603  
(785) 368-3941

### **STEP 2: Select location for the retail fireworks stand**

- The Planning Department will permit retail fireworks stands to be located in specifically zoned areas. The approved zoned areas are as follows:

#### 1. C-1 (Commercial -1)

Retail fireworks stands are approved for this zoned area with the following requirement:

- All 4 sides of the tent must be capable of being rolled down/closed and secured overnight

#### 2. C-2 (Commercial -2)

Retail fireworks stands are approved for this zoned area with the following requirement:

- All 4 sides of the tent must be capable of being rolled down/closed and secured overnight

3. C-3 (Commercial - 3)

Retail fireworks stands are approved for this zoned area with the following requirement:

- All 4 sides of the tent must be capable of being rolled down/closed and secured overnight

4. C-4 (Commercial -4)

Retail fireworks stands are approved for this zoned area

5. C-5 (Commercial -5)

Retail fireworks stands are approved for this zoned area

6. I (Industrial)

Retail fireworks stands are approved for any area zoned Industrial

**STEP 3: Verify that your chosen location is an approved area**

- It is the **responsibility** of the applicant to verify that your stand location is in an approved zoned area. Please do not accept the word of the property owner as to the correct zoning of the property. Re-zoning of property occurs often and your location may not be approved.
- Contact Planning Department to verify the current zoning of your selected location. You can reach the Planning Department at (785) 368-3728. Please advise the administrative staff that you need to verify property zoning.

**STEP 4: Obtain property owner consent, if necessary**

- If you are **NOT** the property owner of your selected location, written consent from the property owner will need to be obtained for your application.

**STEP 5: Prepare a site diagram to be submitted with your application. All of the following information is required to be on the site diagram (See Site Diagram Example). Omission of required information may delay your application process or prevent your application from being approved.**

- Name of the retail stand
- Address of the stand location
- Compass direction
- Public roadways surrounding or adjacent to the property
- Names of public roadways
- Location and name of any building located on the property
- Location of retail fireworks stand on the property
- Size of the temporary structure (tent) being used
- Distance between the stand and any existing buildings on the property

- 1. Stands located in Commercial Zoned areas, are to be 25 feet away from any property lines, as required by the Planning Department. (See Steps for obtaining property line information, for a selected location)**
- 2. Stands are not to be located within 50 feet of any gasoline pump, gasoline filling station, gasoline bulk station or any building in which gasoline or volatile liquids are sold in quantities in excess of one gallon. (Kansas Administrative Regulation 22-6-8)**

**STEP 6: Obtain a photocopy of the “Certificate of Flame Resistance” of the tent being used.**

- The “Certificate of Flame Resistance” will need to be obtained from the company that you rent your tent from.
- Only tents provided by a commercial rental company will be approved for use as a retail fireworks stand, providing that the tent has a “Certificate of Flame Resistance”

- 1. Tents or canopies purchased at retail stores such as: Discount stores, sporting goods stores, department stores, home improvement stores, etc., will not be allowed for use.**

**STEP 7: Application Deadline: 5:00 pm, May 31 st  
Application submitted after the deadline date will not be accepted. (NOTE: If May 31<sup>st</sup> falls on a Saturday or Sunday, the deadline will be the first business day following the weekend)**

Return the completed Application to the Clerk's Office, with the following information attached:

- License Fee
- Legal Description of the property
- Written Consent from property owner, if applicable
- Site Diagram
- "Certificate of Flame Resistance" of the tent being used. (Fire Department Requirement)

Omission of any required documents may delay your application review process or delay the issuance of your City of Topeka Fireworks License.

CONGRATULATIONS, you have completed the application phase of the retail fireworks stand process. Attached is a checklist you may use to ensure that all the application requirements have been met.

The next phase of the process will be the Review Phase. Each application submitted is required to be reviewed and approved by the Planning Department and the Fire Department.

# CITY OF TOPEKA

## APPLICATION

### FIREWORKS

#### APPLICANT

Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_

#### BUSINESS (FIREWORKS STAND)

Name: \_\_\_\_\_

Location or Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Legal ID Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

State Sales Tax Number: \_\_\_\_\_

Sec. 70-57 Fireworks

If ownership is different from applicant attach written consent from owner of premises.

When the permit is sought in a temporary structure or facility attach a legal description of the premises, a description of the structure or facility to be used and the location of such structure or facility upon the premises.

Verify zoning with the Planning Department 785-368-3728

License Fee: \$280.00 June 27 through July 5  
(Deadline for applications May 31) Sec. 10-57 (C)(2)(iii)

#### OFFICE USE

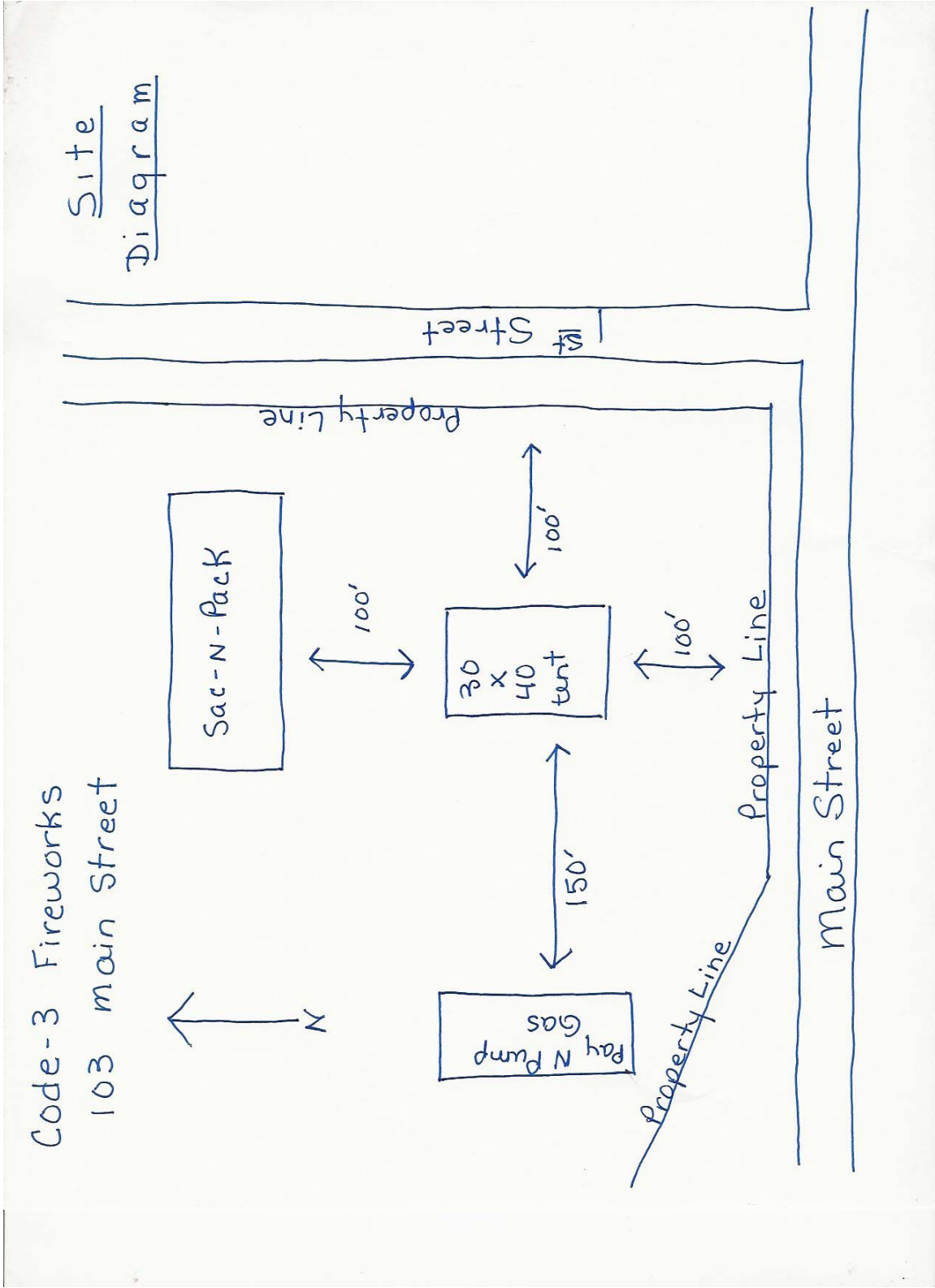
License Fee: \$ \_\_\_\_\_ Cash (  ) Check (  ) (Check No. \_\_\_\_\_)

Date Paid: \_\_\_\_\_ \ \_\_\_\_\_ \ \_\_\_\_\_ License No.: PEND \_\_\_\_\_

FRWK \_\_\_\_\_

Fire Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Planning: \_\_\_\_\_ Date: \_\_\_\_\_



**SITE DIAGRAM**

## **STEPS TO OBTAIN PROPERTY LINE INFORMATION**

To obtain property line information you will need computer internet access. The information will be obtained from the Shawnee County Appraisers Office.

1. Go to the following website: [www.co.shawnee.ks.us/AP/](http://www.co.shawnee.ks.us/AP/)
2. On the left side of the site main screen, click on the box: Commercial Search.
3. Scroll down to the bottom of the page and click on Proceed with Regular Search.
4. When the page comes up, search using the Address Search box.
5. Enter the address. Use the drop down boxes to select the direction, i.e. SE, N, NW, etc and the roadway information, i.e., Street, Lane, Avenue, etc.
6. Click on the search button.
7. When the property comes up, click on the property information. This will be identified near the top of the page, left side in blue letters.
8. Scroll down to the bottom of the page and click on Shawnee County Parcel Map.
9. When the page comes up, at the top, right hand side enter the address in the address box (example: 620 SE Madison) and click on the GO button.
10. When the page comes up, on the right hand side of the page, scroll down and check the aerial view box. Then click on the UPDATE button.
11. When the aerial view comes up the property lines will be identified by a yellow line with red dashes.
12. Near the bottom of the page will be the property owner information and the parcel identification number.
13. If you wish to print the aerial view use the print functions on your computer.

Having an aerial view of your selected location will assist in preparing the site diagram that is required to be submitted with your application.

# RETAIL FIREWORKS STAND APPLICATION CHECKLIST

- \_\_\_\_\_ Obtain application from City Clerk's Office
- \_\_\_\_\_ Select an approved zoned location
- \_\_\_\_\_ Verify current zoning of selected stand location
- \_\_\_\_\_ Obtain property owner's written consent, if necessary
  
- \_\_\_\_\_ Prepare site diagram
  - \_\_\_\_\_ Name of retail stand
  - \_\_\_\_\_ Address of stand location
  - \_\_\_\_\_ Compass direction
  - \_\_\_\_\_ Public roadways indicated
  - \_\_\_\_\_ Names of roadways on diagram
  - \_\_\_\_\_ Location of building(s) indicated
  - \_\_\_\_\_ Name of building(s) indicated
  - \_\_\_\_\_ Location of retail fireworks stand indicated
  - \_\_\_\_\_ Size of temporary structure (tent) indicated
  - \_\_\_\_\_ Distances between stand and existing building(s) indicated
  
- \_\_\_\_\_ Copy of "Certificate of Flame Resistance" for the tent obtained
- \_\_\_\_\_ License Fee (\$280.00)
- \_\_\_\_\_ Application completed
  
- \_\_\_\_\_ All required documents attached to the application
  - Legal description of the property
  - Site diagram
  - Property owners written consent, if necessary
  - Copy of the "Certificate of Flame Resistance"
  
- \_\_\_\_\_ Application submitted/mailed to the Clerk's Office before 5:00 pm, May 31<sup>st</sup>