

APPLICATION REVIEW PHASE

This phase will involve the review process of the completed and submitted application for a retail fireworks stand. Each application will be reviewed by both the Fire Department and Planning Department.

The completed application, submitted initially to the Clerk's Office, will be forwarded to the Fire Department for review, then sent to the Planning Department for review, and finally returned back to the Clerk's Office for issuance of the City of Topeka Fireworks License.

Reviewing departments will review for the following information:

Topeka Fire Department:

- **Review the property owners written consent, if applicable**
- **Review for all the required information on the site diagram**
- **Review the distances between the retail stand and any existing building(s)**
- **Review the size of the tent for further requirements**
- **Review the "Certificate of Flame Resistance" for the tent**
- **Sign and date the application.**

Planning Department:

- **Review the legal description**
- **Review the property owners written consent, if applicable**
- **Review for current zoning**
- **Review for approved zoning for a retail fireworks stand**
- **Review the site diagram for the 25 foot distance requirement from property lines. Failure to meet and adhere to the 25 foot requirements may result in the application being denied.**
- **Sign and date the application.**

Once the Clerk's Office receives the reviewed and signed application a City of Topeka Fireworks License will be issued. This may either be picked up in person or mailed, if time allows.

THE DEPARTMENTAL REVIEW PHASE IS COMPLETE! We will discuss the fireworks that are approved to be sold at retail fireworks stands.