



# Zoning Application Form

(including PUDs and CUPs)

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

## Applicant Information

Property Owner(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Work phone: \_\_\_\_\_ Home phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized Owner Representative (if any): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Work phone: \_\_\_\_\_ Home phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized Professional Agent (Engineer, Architect, Attorney, etc.) – if different from above

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Work phone: \_\_\_\_\_ Home phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## 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) allow posting of signage on the property by the City of Topeka for the requested zoning change. I (we) declare that all submitted information is complete and accurate. I (we) hereby acknowledge that all zoning application 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: \_\_\_\_\_

# Requested Action and Site Information

Address or Location of Property to be Re-Zoned: \_\_\_\_\_

Legal Description of Property\*: lot(s) \_\_\_\_\_ block \_\_\_\_\_ subdivision \_\_\_\_\_

lot(s) \_\_\_\_\_ block \_\_\_\_\_ subdivision \_\_\_\_\_

*\*if unplatted, attach metes and bounds description*

Total Area (acres/square feet): \_\_\_\_\_

**Type of Application:**

1. Re-zoning from: \_\_\_\_\_ to: \_\_\_\_\_

2. Planned Unit Development (PUD) zoning use group(s): \_\_\_\_\_

3. Conditional Use Permit (CUP) proposed use: \_\_\_\_\_

Existing Use(s) on the property: \_\_\_\_\_

How long has the existing use been active on the property? \_\_\_\_\_

Proposed Use(s), if known (please describe to ensure conformity to the proposed zoning):

Was a Pre-Application Meeting or Zoning Inquiry completed with Staff? \_\_\_\_\_ If Yes, when? \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date submitted: \_\_\_\_\_

Date notice sent: \_\_\_\_\_

Application no.: \_\_\_\_\_

Date advertised: \_\_\_\_\_

Filing fee: \_\_\_\_\_ Receipt no.: \_\_\_\_\_

Date of hearing: \_\_\_\_\_

Council district: \_\_\_\_\_

NIA/NA: \_\_\_\_\_

Items Missing? Yes \_\_\_ No \_\_\_ List any incomplete items:



# Real Property Tax Status

As part of the official application for a zoning amendment, the Zoning Regulations of the City of Topeka require:

*"Proof that all real property taxes are paid to date and are current for the subject property. In the event real property taxes including any special assessments are delinquent, the application shall not be scheduled for public hearing until such time all taxes are paid or satisfactory escrow arrangements for the payment of such taxes or special assessment have been made and presented to the City Attorney's Office for approval."*

There are two ways to provide proof with this application:

1. Submit a copy of the property's tax status found on-line at the Shawnee County Appraiser's web-site (<http://www.co.shawnee.ks.us/Ap/>). Click on "residential search" or "commercial search", input the address, and follow the links to the property's tax information. Print off the Shawnee County Treasurer's page indicating the amount of any unpaid property tax.

**OR**

2. Complete the information below at the Shawnee County Register of Deeds and the Shawnee County Treasurer for verification of real property tax/special assessment status. Both offices must sign the form below for it to be complete. The Register of Deeds and Treasurer of Shawnee County, Kansas, are located in the Shawnee County Courthouse, 200 S.E. 7<sup>th</sup> Street, Topeka, Kansas, Rooms 108 and 101, respectively

## Applicant

Property Address: \_\_\_\_\_

Owner of Record Name(s): \_\_\_\_\_

\_\_\_\_\_

Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Shawnee County Register of Deeds

Property Identification Number (PIN): \_\_\_\_\_

X \_\_\_\_\_

Shawnee County Register of Deeds

\_\_\_\_\_

Date

## Shawnee County Treasurer

As of this date, I hereby certify that the real property tax liabilities and special assessments applicable to the property described and identified above, to be of the following status:

Paid in Full \_\_\_\_\_ Current \_\_\_\_\_ Delinquent \_\_\_\_\_ In Dispute \_\_\_\_\_ Exempt \_\_\_\_\_

X \_\_\_\_\_

Shawnee County Treasurer

\_\_\_\_\_

Date

## Infrastructure Availability (optional)

Please consult the Engineering Division of Topeka Public Works Department for information below (368-3842)

### 1. Water

- a. Location and size of water main serving site:
  
  
  
  
  
  
  
  
  
  
- b. Does the current system have adequate capacity?

### 2. Sanitary Sewer

- a. Location and size of sewer main serving site:
  
  
  
  
  
  
  
  
  
  
- b. Does the current system have adequate capacity? If not, are improvements anticipated?

### 3. Storm Drainage

- a. How will storm water run-off be handled on site?
  
  
  
  
  
  
  
  
  
  
- b. Does the current storm sewer system have adequate capacity for proposed use?

### 4. Traffic Circulation

- a. What are the site's existing and proposed access points?
  
  
  
  
  
  
  
  
  
  
- b. Are any street or traffic control improvements proposed?