

Neighborhood Meeting Checklist



Current Planning Division
8500 Santa Fe Drive
Overland Park, KS 66212
(913)895-6217 Fax (913)895-5013
E-mail: pod@opkansas.org

Planning and Development Services Department

www.opkansas.org

GENERAL NEIGHBORHOOD MEETING INFORMATION

- The purpose of the meeting is to give neighbors an opportunity to learn about your proposal and ask questions.
- Neighborhood meetings are required per Section 18.140.065 of the UDO.
- City staff will determine if your application requires a neighborhood meeting.
- Refer to the Planning Commission schedule for relevant deadlines.

SCHEDULE YOUR MEETING

- Meetings must be held no less than ten (10) days prior to your Planning Commission hearing.
- Select a location convenient to the neighborhood.
- Schedule on a day and time that will allow the majority of interested parties to attend.

WHO TO NOTIFY

- Unless required to be greater, notify all property owners within a 500-foot radius of your application area.
 - Contact the Johnson County Records and Tax Administration Office, 913/715-0775 for a notification list.
- Registered HOA's or neighborhood groups within 500 feet.
- Ward Council members.
 - City staff can provide HOA, Neighborhood Groups and Council member contacts, 913/895-6217.
- Copy the staff planner with your notice.

PREPARE YOUR NEIGHBORHOOD MEETING NOTIFICATION - Recommended format attached

- The notification must include:
 - Time, date and location of the meeting,
 - Assigned plan number,
 - Location and general description of your proposal,
 - The name of the person or company proposing the development,
 - Contact information for the applicant or their agent.
 - The statement "Information about the approval process is available on-line at <https://www.opkansas.org/city-services/planning-development/> or by contacting the Planning Department at 913/895-6217."
- A copy of your proposal is recommended.

NOTIFY NEIGHBORS

- Notices may be sent regular mail.
- Must be sent no less than ten (10) days prior to your neighborhood meeting.
- Must be sent separate from the required legal notice.

MEETING FORMAT

- The meeting may consist of a formal presentation, open house or combination of both.
- Attendance must be taken.
- A written summary of the meeting must be prepared.
- Any modifications to your plan resulting from your neighborhood meeting must be submitted by the Major Revision Deadline for your hearing date. Please plan your meeting accordingly.

AFFIDAVITS AND DOCUMENTATION

- Return the following notarized affidavits and documentation of your neighborhood meeting to the Planning and Development Services Department by 5:00 p.m. the Monday prior to your Planning Commission hearing.
 - Neighborhood meeting notification affidavit
 - Mailing list
 - Copy of notice letter
 - Attendance sheet from your neighborhood meeting
 - Written summary of the neighborhood meeting discussion

PLAN NUMBER _____

UDO 18.140.065 NEIGHBORHOOD MEETINGS MAILING AFFIDAVIT

STATE OF _____)
) SS:
COUNTY OF _____)

_____, being duly sworn upon his/her oath, being of sound mind and legal age deposes and states:

- 1. That he/she is a representative of the property described in the attached notice upon which an application for a _____ has been filed before the City Planning Commission of the City of Overland Park, Kansas.
- 2. That on the ____ day of _____, _____, did mail at least ten (10) days prior to the scheduled Neighborhood Meeting, postage prepaid, a letter explaining the proposed change, time, date, and location of the meeting and attached hereto, to all of the owners of property within a radius in compliance with Chapter 18.140.065 of the Overland Park Municipal Code, from the described real estate, as follows:

(Please attach legal description)

List the name and address of all property owners who have received notification below:

<u>NAME</u>	<u>ADDRESS</u>
_____	_____
_____	_____
_____	_____

If additional space is needed, prepare an attachment.

- 3. Further affiant saith naught.

SIGNATURE

Subscribed and sworn to before me this ____ day of _____, _____.

Notary Public

My Commission Expires:

			For Office Use Only
<u>Date Received</u>	<u>Received By</u>	<u>Number of Owners</u>	<u>Number of Cards</u>
<u>Approved for Hearing/Date</u>			

SAMPLE NEIGHBORHOOD MEETING INVITATION FORMAT

(Date)

RE: Plan Number (Insert Plan Number)

Dear Property Owner -

You are invited to a neighborhood meeting to learn about a development proposal by (insert owner or developer name, **not** the agent or representative) for a (describe proposal) at (insert address or general location).

The meeting will be held on:

DATE
TIME
LOCATION
ADDRESS

A copy of the proposed development is attached for reference. Please feel free to share this information with others who may be interested in attending.

For more information about this project or the proposed neighborhood meeting, you may contact the undersigned. Information about the approval process is available on-line at <https://www.opkansas.org/city-services/planning-development/> or by contacting the Planning Department at 913-895-6217.

Sincerely,

(Contact name)
(phone number)
(e-mail address)

SAMPLE NEIGHBORHOOD MEETING INVITATION

December 1, 2019

RE: Special Use Permit - SUP2019-00048

Dear Property Owner -

You are invited to a neighborhood meeting to learn about a development proposal by The City of Overland Park for a municipal facility at 8500 Antioch Road.

The meeting will be held on:

Wednesday, November 13, 2019
6:30 - 8:00 pm
Shawnee Mission West High School, Room 101
8800 W. 85th Street

A copy of the proposed development is attached for reference. Please feel free to share this information with others who may be interested in attending.

For more information about this project or the proposed neighborhood meeting, you may contact the undersigned. Information about the approval process is available on-line at <https://www.opkansas.org/city-services/planning-development/> or by contacting the Planning Department at 913-895-6217.

Sincerely,

Jim Smith, Civil Engineer I
913-895-6000
j.smith@opkansas.org