

Dear Non-Residential Use Applicant:

As part of your application process, you are required to notify surrounding property owners of your hearing before the Planning Commission to consider your application request. This notice must be sent by certified mail, a minimum of twenty two days prior to your scheduled public hearing before the Planning Commission. You are required to submit to the City the white/green certified mailing receipt cards as proof of mailing. See the attached instructions for sending certified mail. Do not use any electronic options for the delivery of certified mail as it does not provide adequate proof for the city to verify you have met your notice requirements. For your convenience, the last date to mail notices can be found on your application receipt or on the Planning Commission deadline schedule. The required notice must be sent to:

- Property owners within 200 feet of the property subject to your request and
- If the subject property is located adjacent to unincorporated land outside of the City's limits, the notices must also be mailed to all property owners of unincorporated property within 1,000 feet of the property subject to your request.

A form letter is included in this packet. Use the information on your receipt to fill in the blanks on the form. A reduced copy of your proposal should be included with the letter. You are also encouraged to make personal contact with surrounding property owners, homes associations or neighborhood groups to discuss your application. The Planning Staff can assist with contact information for adjacent home associations and neighborhood groups.

Additional requirements for the processing of your application include:

- A certified mailing affidavit
- A proof of ownership affidavit
- An authorization of agency affidavit for use when the applicant is not the property owner

For your convenience, a notification and affidavit checklist is included to assist you through this portion of the process. All affidavits should be returned to the Planning and Development Services Department the Friday after your mailing date. Improper notification of surrounding property owners will result in your application being delayed. As outlined in Section 18.140.110 of the Unified Development Ordinance, requests for continuance may receive prior approval if they are submitted in writing no later than the Tuesday prior to your scheduled public hearing. Late requests for continuance must be made in person to the Planning Commission. Should you determine that a continuance is necessary, please contact the planner assigned to your case for an overview of the continuance process. If you have any questions about the notification process or the required affidavits, please contact the Planning Department at 895-6217.

**LESLIE KARR**  
**MANAGER, CURRENT PLANNING**

Attachment

# Notification and Affidavit 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 NOTIFICATION INFORMATION

- The Planner of the Day, 913/895-6217, is available to answer questions about the notification requirements.
- Failure to properly notify surrounding property owners will result in a continuance of your application.
- A notary public is available in the Planning and Development Services Department for your convenience.
- DO NOT use electronic options for providing your notice requirements without pre-approval from the Planning Department.

## OBTAIN A LIST OF SURROUNDING PROPERTY OWNERS

- The Johnson County Records and Tax Administration office, 913/715-0775, can provide a list or you may contact a private title company. (*See back for directions to the Johnson County Administration Building*)
- List must include owners within a 200-foot radius of your application area.
- When adjacent to any unincorporated properties, the list must include owners within a 1,000-foot radius.

## PREPARE NOTIFICATION LETTER

- See attached sample, fill in the following information:
  - Plan number,
  - A description of your request,
  - Date of the public hearing,
  - General location of the property or the address.
  - Legal description of the application area (*may also be attached*).
- Attach a copy of your plan when applicable.
- Provide a copy of your letter to the Planner assigned to your case.

## NOTIFICATION PROCESS

- Send notices by certified mail to surrounding property owners (*see attached example*).
- Notices must be mailed 22 days in advance of the Public Hearing. See application receipt or deadline schedule for the last date to mail.
- Keep the white portion of the receipts. Be sure to clearly label with property owner(s) name and address exactly as shown on the property owner list.

## POST SIGN - REZONING AND SPECIAL USE PERMIT APPLICATIONS ONLY

- A sign will be provided by the Planning and Development Services Department.
- The sign must be posted 15 days prior to the Public Hearing.
- The sign must be posted in a central location, five feet beyond the sidewalk, or 20 feet from the edge of the pavement. One sign is required for each street frontage.
- If your item is continued, the public hearing date must be updated. Contact the Planner of the Day for a continuance sticker.

## AFFIDAVITS AND DOCUMENTATION

- Return the following notarized affidavits and documentation to the Planning and Development Services Department by 5:00 p.m. the Friday after your mailing date.
  - Ownership affidavit - for property owner or contract purchaser.
  - Authorization of agency - for any person representing or acting on behalf of the owner.
  - Certified mailing affidavit.
  - Mailing list.
  - Copy of notification letter.
  - White receipts from certified mailing with property owner(s) name and address clearly labeled.
- Bring the sign posting affidavit with you to your hearing (*if required*).

Dear Property Owner:

This letter is to notify you that the Planning Commission will hold a public hearing at Overland Park City Hall, 8500 Santa Fe Drive, City Council Chamber, to consider a **(insert case type)** on the following tract of land:

**Insert a typed Legal Description of the property here, or type “See Attached Legal Description” here and attach a typed legal description to the letter when it is mailed.**

This tract of land can be more generally described as:

**insert address**

A public hearing to consider this request for **(insert case type and plan number from application receipt)** has been scheduled before the Overland Park Planning Commission on:

Monday, **insert date**, beginning at 1:30 p.m.

The purpose of the request is to allow:

**Indicate the proposed use of the property and the time frame (duration) requested on the application.**

All interested property owners are invited to attend. More information on this application and copies of any submitted plans are available on the city’s website ([www.opkansas.org](http://www.opkansas.org)), in the Planning & Development Services Department in City Hall, or by contacting the undersigned.

Within fourteen (14) days of the action of the Planning Commission on this request, property owners within a distance in compliance with Chapter 18.140.080 of the Overland Park Municipal Code may file a protest petition with the City Clerk. A valid protest petition, which consists of signatures of landowners of at least 20% of the property required to be notified by Chapter 18.140.080 of the Overland Park Municipal Code, requires the City Council to approve the application in addition to the Planning Commission. If you have questions about filing a protest petition or you wish to obtain the required forms, please contact the Department of Planning and Development Services, Overland Park City Hall, 8500 Santa Fe Drive, (913) 895-6217 or visit the city’s website at [www.opkansas.org](http://www.opkansas.org).

Respectfully,

**Type your name and contact information below your signature.**

PLAN NUMBER \_\_\_\_\_

**UDO 18.140.080 LEGAL NOTICE CERTIFIED 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 twenty two (22) days prior to the scheduled Public Hearing, postage prepaid, by certified mail, a letter explaining the proposed change, time, date, and place of hearing and attached hereto, to all of the owners of property within a radius in compliance with Chapter 18.140.080 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>			
_____			

**PROOF OF PROPERTY OWNERSHIP  
AFFIDAVIT**

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being first duly sworn upon his/her oath, deposes and states as follows:

**(1) (FILL IN ONLY BY PROPERTY OWNER OF RECORD)**

\_\_\_\_\_  
(Name of owner signing Affidavit; if owner is a corporation or business, name of individual signing Affidavit, capacity and exact name and legal status of said corporation or business)

Is/are the legal owner/authorized official of the legal owner of the property that is the subject of plan number \_\_\_\_\_.

(ALL OWNERS OF RECORD MUST FILE AN AFFIDAVIT)

**(2) (FILL IN ONLY IF APPLICANT IS A PROPERTY CONTRACT PURCHASER)**

That \_\_\_\_\_  
(Name of contact purchaser signing Affidavit; if a corporation or business, exact name and legal status of said corporation or business)

Is the holder of a contract to purchase the property that is the subject of case number \_\_\_\_\_ from the owner(s) and is therefore a "landowner" within the meaning of the Zoning Code.

\_\_\_\_\_  
SIGNATURE

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My appointment expires

**IF APPLICATION IS BEING FILED BY AN AGENT OR LESSEE, AFFIDAVIT ON  
NEXT PAGE MUST BE COMPLETED**

For Office Use Only		
_____ Date Received	_____ Received By	_____ Approved for Hearing/Date



## Directions from Overland Park City Hall to the Johnson County Administration Building

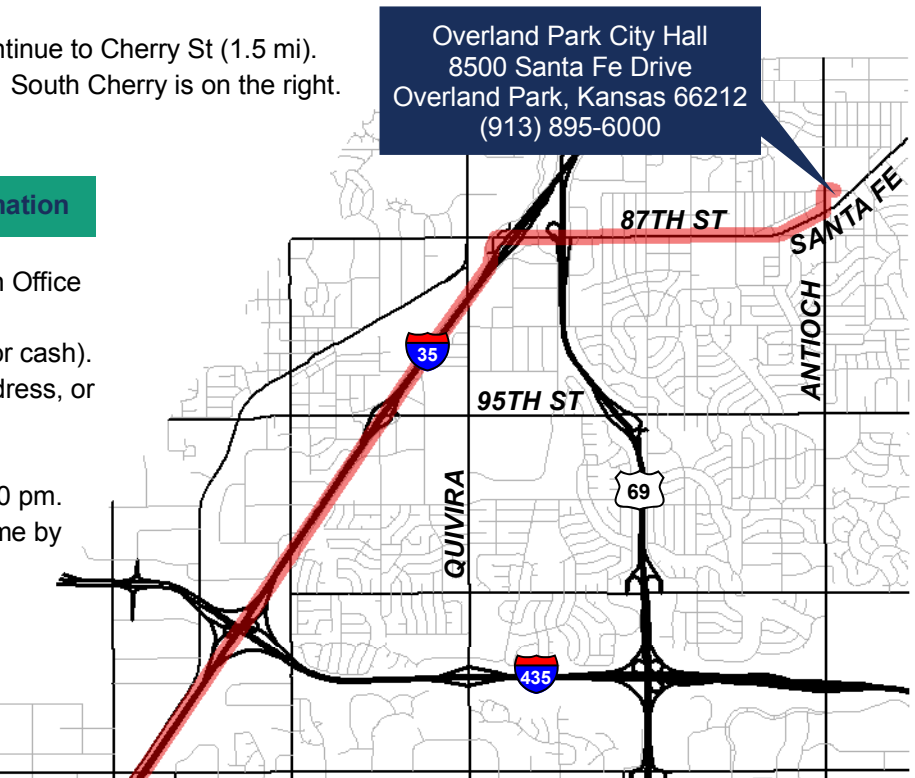
### Turn-by-Turn Directions (total distance: 10.5 mi)

- 1) Leaving City Hall, turn left (west) onto 85th Street.
- 2) Turn left (south) on Antioch.
- 3) Turn right (west) on Santa Fe Drive (which becomes 87th Street) and continue to I-35 (1.8 mi).
- 4) Turn left (south) onto I-35 South and continue to the Santa Fe exit (7 mi).
- 5) Turn right (west) on Santa Fe and continue to Cherry St (1.5 mi).
- 6) Turn left (south) on Cherry Street. 111 South Cherry is on the right.

### Johnson County Mailing List Information

- Go to Records and Tax Administration Office (suite 1200).
- The mailing list fee is \$20.00 (check or cash).
- You will need a parcel ID number, address, or legal description for the property.
- It will take 5 to 30 minutes to process.
- Requests must be started prior to 4:30 pm.
- You can start the process ahead of time by calling (913) 715-0775.

Overland Park City Hall  
8500 Santa Fe Drive  
Overland Park, Kansas 66212  
(913) 895-6000



Inset Map



Johnson County  
Administration Building  
111 South Cherry Street  
Olathe, Kansas 66061  
(913) 715-5000

## CERTIFIED MAILING INSTRUCTIONS

### Notice of your request must be sent by Certified Mail:

- Certified mail provides proof of mailing. A return receipt is not required.
- Your mailing labels and the green and white certified mail receipt, USPS Form 3800, should be addressed exactly as shown on the property owner list. See example of Johnson County ownership list below.
- A date stamp on the Certified Mail receipt is required to show when your notification was accepted by the post office. The City uses this receipt as your proof of mailing. We recommend that you do not use electronic methods for your mailing.
- See the common questions below for additional guidance.

### SAMPLE - OWNERSHIP LIST FROM JOHNSON COUNTY

<p>Parcel 1 of 6:  NF241225-2028 (8500 Santa Fe Drive)  (OWNER[S] NAME/ADDRESS)  SMITH, JIM A.  SMITH, SUZANNE P.  12345 METCALF  OVERLAND PARK, KS 66212</p>	<p>Parcel 2 of 6  NF241225-2029 (8516 Santa Fe Drive)  (OWNER[S] NAME/ADDRESS)  SMITH, JIM A.  SMITH, SUZANNE P.  12345 METCALF  OVERLAND PARK, KS 66212</p>
<p>Parcel 3 of 6  NF241225-2030 (8540 Mackey Street)  (OWNER[S] NAME/ADDRESS)  RANDOM OWNER, LLC  PO BOX 123  KANSAS CITY, MO 64158</p>	<p>Parcel 4 of 6  NF241225-2032 (8549 Mackey Street)  (OWNER[S] NAME/ADDRESS)  McDONALDS  2534 W. 115TH STREET  OVERLAND PARK, KS 66223  (BILLING NAME/ADDRESS)  RONALD MCDONALD  2534 W. 115TH STREET  OVERLAND PARK, KS 66223</p>
<p>Parcel 5 of 6  NF241235-2005 (8422 ANTIOCH)  (OWNER[S] NAME/ADDRESS)  VILLA OZ  YELLOW BRICK ROAD LTD  25004 W. 169 STREET  TOPEKA, KS 68221  (BILLING NAME/ADDRESS)  THE TOTO COMPANIES  1245 MAIN STREET  TOPEKA, KS 68227</p>	<p>Parcel 6 of 6  NF241235-2012 (8474 ANTIOCH)  (OWNER[S] NAME/ADDRESS)  STRANG, WILLIAM B.  STRANG, MARY T.  8474 ANTIOCH ROAD  OVERLAND PARK, KS 66212  (BILLING NAME/ADDRESS)  STRANG, WILLIAM B.  STRANG, MARY T.  12345 MAIN STREET  OLATHE, KS 66258</p>



## CERTIFIED MAILING INSTRUCTIONS

### Common questions/issues:

The same owner(s) own more than one property (Parcels 1 & 2) **One notice may be sent, provided that the owner name(s) and mailing addresses are exactly the same.**

The owner is an LLC, does the notice need to be sent to someone's attention? (Parcel 3) **You are only responsible to provide notification to the owner as listed on the County parcel records.**

The owner and the billing names are different but have the same mailing address. (Parcel 4) **Send one notice to the common address and list both the owner and billing names.**

The owner and the billing names are different and have different addresses. (Parcel 5) **You are required to send the notice to the property owner of record. We also recommend that you send a notice to the billing name address.**

The owner and the billing names are the same but have different mailing addresses. (Parcel 6) **You are required to send the notice to the property owner of record. We also recommend that you send a notice to the billing address.**

If I have two applications for the same property, can just one notice be sent? **You can send notices for two applications for the same property in the same mailing. However separate letters should be sent to make it clear that more than one application is being considered.**

---

**Sending Certified Mail.** (The instructions below are intended as a guideline. Contact the USPS for specific instructions.)

1. Address your envelope as normal.

2. Fill in recipient's name and address at the bottom of the Certified mail form.

3. The receipt and the corresponding envelope/ mailing label must be addressed exactly as shown on the property ownership list.

4. Peel the backing from the bar-coded label and place at the top of the envelope

immediately to the right of the return address so the dotted line is even with the top of the envelope. Fold the upper green part of the label over the top of the envelope. **DO NOT place the sticker to the far right or on the side of the envelope**; sufficient space must be left for attaching postage.

5. Obtain an official date stamp on the receipt as your proof of mailing.

6. Detach the certified mail receipt and turn in to the City along with the completed mailing affidavit.

7. Keep your receipts in the same order as order of the property owner list.