

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 for your application.
- 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.

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.
- If your application is 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:
 - Case 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 name and address.

POST SIGN - REZONINGS AND SPECIAL USE PERMITS

- 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 Monday prior to the Public Hearing.
 - 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 name and address clearly labeled.
- Bring the sign posting affidavit with you to your hearing *(if required)*.

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

