

BZA Notification and Affidavit Checklist

OVERLAND PARK

K A N S A S

ABOVE AND BEYOND. BY DESIGN.

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.
- 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.
- 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.

AFFIDAVIT AND DOCUMENTATION

- Return the following notarized affidavit and documentation to the Planning and Development Services Department by 5:00 p.m. the Tuesday two weeks prior to the Public Hearing.
 - Certified mailing affidavit.
 - Mailing list.
 - Copy of notification letter.
 - White receipts from certified mailing with property owner(s) name and address clearly labeled.