

# Notification and Affidavit Checklist



**Current Planning Division**  
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**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*).