

Dear Board of Zoning Appeals Applicant:

As part of your application process, you are required to notify surrounding property owners of your application request. This notice must be sent by certified mail, return receipt requested, a minimum of twenty days (not including the date of mailing or the date of the hearing) prior to your scheduled public hearing date. You are required to submit to the city the white certified mailing receipt cards as proof of mailing and the green domestic return receipt cards as proof of delivery. 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. 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 certified mailing affidavit is required for the processing of your application (form included). A sample letter is included in this packet. You are also encouraged to make personal contact with surrounding property owners and your homes association or neighborhood group to discuss your application. The Planning Staff can assist you with contact information for your homes association and neighborhood group.

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 prior to your scheduled hearing date. Improper notification of surrounding property owners will result in your application being delayed.

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

Dear Property Owner:

This letter is to notify you that a public hearing will be held at Overland Park City Hall, 8500 Santa Fe Drive, City Council Chamber, to consider a Variance from Overland Park Municipal Code \_\_\_\_\_ on the following tract of land:

**LEGAL DESCRIPTION AND ADDRESS**  
**(Please type the legal description, and street address or vicinity here  
or attach to the letter)**

The purpose of Variance No. \_\_\_\_\_ is to \_\_\_\_\_.  
A public hearing schedule for the purpose of considering said Variance request will be held on \_\_\_\_\_. The hearing will begin at 7:00 p.m. Any interested property owners are invited to attend. Additional information regarding the proposed Variance is available at the Planning and Development Services Department located at City Hall, or you may contact the undersigned.

Respectfully,

(include your name and contact information)

VARIANCE NO. \_\_\_\_\_

**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 the \_\_\_\_\_ (*agent, attorney, owner*) of the property described in the attached notice upon which an application for a variance has been filed before the Board of Zoning Appeals of the City of Overland Park, Kansas.
2. That on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, did mail at least twenty (20) days prior to the scheduled Public Hearing, postage prepaid, by certified mail, return receipt requested, 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:  
\_\_\_\_\_

