



PROPERTY OWNERSHIP GUIDE

Applications for:

Planned Unit Development
Special Use Permit

Rezoning

Board of Zoning Appeals
Conditional Use Permit

Applicant must provide a list of surrounding property owners (200' within City limits, 1,000' adjacent to County limits) with application submittal.

To Obtain Surrounding Property Owner Names & Addresses

- ◆ **Johnson** County Administration Building (south of County Courthouse), 111 S. Cherry Street, Olathe
 - Johnson County Records and Tax Administration office, Suite 1200
- ✘ **Fill** out Open Records Information request form
 - Only the person who fills out the form can utilize the information services, cannot send proxy
- ✘ **Provide** Property ID#, legal description, or address, of subject property
- ✘ **Request** buffer map of property owners within 200' inside City limits, 1000' outside City limits
 - Each map will cost \$20.00 (a separate one will be printed for each distance)
 - A list of the Property ID#'s within the buffer area will be provided with each map
 - Maps are created off Property ID#'s only, if legal descriptions include more than one ID#, maps will be created for each number