

**CITY OF OLATHE**  
**Property Owner Notification Letter**

---

Case No. \_\_\_\_\_

Dear Property Owner:

This is to notify you that a public hearing will be held at the Olathe City Hall Council Meeting room at 100 E. Santa Fe, Olathe, Kansas, to consider a **SPECIAL USE PERMIT** for \_\_\_\_\_ on the following described tract of land:

**Legal Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**General Location:** \_\_\_\_\_ (See general location map attached)

A public hearing will be held to consider a request for a special use permit for the above-described tract at 7:00 PM on \_\_\_\_\_, 20\_\_\_\_. Any interested persons or property owners are invited to attend. Due to the COVID-19 pandemic, the City of Olathe continues to follow social distancing and recommendations from the State and Johnson County, therefore additional means of meeting participation may be provided through interactive communication methods, such as Zoom. Please refer to the City of Olathe Planning Division website (<https://www.olatheks.org/government/planning>) for updates and latest news on the meeting format. You may also call the Planning Division at 913-971-8750.

Information regarding this special use permit application is available in the Planning Division located at City Hall, at 913-917-8750, through email at [PlanningContact@Olatheks.org](mailto:PlanningContact@Olatheks.org), or you may contact **Jessica Schuller** at **913-971-8662** or [jmschuller@olatheks.org](mailto:jmschuller@olatheks.org) for additional information regarding this request.

A fourteen (14) day protest period begins at the conclusion of the public hearing during which you may file a protest petition with the City Clerk. If valid protest petitions are received from property owners of twenty (20) percent of the land within the notification area, exclusive of the public right-of-way, a three- quarters (¾) vote of the City Council is required to approve this request.

Copies of the protest petitions are available from the Planning Division or City Clerk office at 913-971 8521 or [CCO@Olatheks.org](mailto:CCO@Olatheks.org).

Respectfully,

\_\_\_\_\_  
Applicant (or Owner or Agent)

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_