



“Tip Sheet” for Citizens Commenting on Planning Applications

Prepared by Development Services Department Staff
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Citizens often want to comment on planning applications the City is processing. These applications include requests for rezonings, special use permits, new subdivisions, and other planning matters.

This “tip sheet” is designed to help citizens efficiently comment on planning applications.

To comment on a planning application that the City of Olathe is considering:

If individuals want their comments to be part of “the record” for a planning application—the information that is considered by staff, the Planning Commission, and City Council—they need to submit their comments in writing. Written comments:

- can be submitted by either email or letter
- must contain the person’s name and address (a date is also helpful)
- should clearly reference the specific application or project
- should be sent to:
 - the lead planner for the application (if known)
 - or
 - Development Services Dept., City of Olathe, 100 E. Santa Fe, P.O. Box 768, Olathe, KS 66051
 - or
 - jhartnett@olatheks.org

Also, the more specific citizens are about their comments, the more helpful it is for those considering their comments.

Regarding verbal comments: what is needed to be part of “the record”

Staff sometimes receives phone calls or in-person comments about planning applications that the City is considering, expressing either support or opposition to the application.

While the City of Olathe appreciates the concerns of citizens and their verbal comments, for comments to be considered for an application, it is essential to have them in writing to have them be part of the record.

Contacting elected representatives regarding development and other issues:

Of course, citizens are also free to contact their elected representatives (the Mayor, City Council members) at any time regarding development issues. But as stated above, comments must be made in writing to be part of the record for a planning application. Also, sending comments to the Development Services Department will ensure they are considered by City staff and the Planning Commission, as well as City Council.

Questions?

For more information, contact Jana Hartnett, Customer Service/Development Coordinator, at jhartnett@olatheks.org or (913) 971-8972.

“We promote a safe and sustainable community through consistent, quality professional services that support the community’s vision for Olathe.”