

Criteria for Continuances



Current Planning Division
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Once an item is scheduled for consideration by the Planning Commission, Board of Zoning Appeals, or City Council, it may be rescheduled to a future meeting by means of a continuance.

Requests for continuances must be made in writing to the Current Planning staff by the close of business the Tuesday prior to the scheduled Planning Commission meeting. Requests must outline the need for the continuance and indicate the date an item will be ready for consideration. Late requests for continuance or repeated requests for continuance must be made in person to the Planning Commission.

Applicants are allowed one continuance by right. The planning staff has the legal discretion to approve up to two additional continuances when necessary revisions, new or missing information or other good cause make consideration of an application premature. Failure to provide the required notice will automatically result in a continuance. Requests for continuance where no progress is being made to resolve outstanding issues may not be granted.

As part of the notification process, applicants for rezonings and special use permits are given a sign by the city which indicates the case number, nature of the request and date of public hearing. The sign posting on the property must be updated to reflect the new hearing date. The staff will provide a continuance sticker to update the sign. Additionally, the applicant is responsible for making every feasible attempt to contact all property owners previously notified and any identified interested persons of the new hearing date.

Should you determine a continuance is necessary for your application, please contact the case manager assigned to your case.