

# Requesting Address Changes



**Current Planning Division**  
8500 Santa Fe Drive  
Overland Park, KS 66212  
(913)895-6217 Fax (913)895-5013  
E-mail: pod@opkansas.org

**Planning and Development Services Department**

**www.opkansas.org**

**Application Fee: \$50.00**

**Vicinity or Intersection:** \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Legal Description, Lot Number or Current Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reason for Address Change:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR STAFF USE ONLY**

Application Date: \_\_\_\_\_

Action Taken       Approved       Denied

By \_\_\_\_\_ Date \_\_\_\_\_

Comments

\_\_\_\_\_  
\_\_\_\_\_

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If an address number is changed for any reason, the City shall be responsible for assigning the new address number. An application requesting the change shall be filed with the Planning and Development Services Department.

If such a change is made, the City shall notify the building owner to make the change, and notify the United States Postal Service (USPS), Johnson County, utility companies, and emergency services.

The owner of the building shall post the changed address numbers within thirty (30) days of receipt of such notice. The resident of the building will be responsible for notifying all suppliers and others of the address change.

## **Definitions for this chapter**

### **Addressing Official:**

The Director of Planning and Development Services or their designee.

A letter from the owner of the property requesting the change must be submitted to the Overland Park addressing official, that letter shall include:

- A. A legal description, lot number, or current address of the property requesting the change.
- B. A statement of the reasons why the address change is being requested.
- C. Property owner contact information.

### **Consideration of Address Change:**

#### A. Addressing Official

All address changes are considered by an Overland Park addressing official.

#### B. Procedures

Once an address change letter has been received, it will be reviewed by an Overland Park addressing official, if the address change is granted a new address will be assigned. Any new address that is assigned shall comply with the address change criteria and the requirement set forth in this Addressing Chapter.

### **Address Change Criteria:**

The following criteria must be met in total before an address can be changed.

- A. The address change request arises from a condition unique to the property in question, is not ordinarily found within similar property types throughout the city, and is not requested for personal preferences (i.e., Numerology or luck.)
- B. The address change request will not adversely affect the public safety of the immediate surrounding property owners or the city as a whole.