



## List of Owners of Record within 1,000 feet And Legal Description Certification

As described in the Applicant Responsibilities section of this Application Procedures packet, applicants are responsible for submitting the names and mailing addresses of all the owners of real property within 1,000 ft. of the property on which the application is being made. The list shall be prepared by a licensed abstractor, title company, or similarly qualified person including the Johnson County Department of Records and Tax Administration (RTA). Properties with multiple ownerships (e.g., et al) shall include all owner names and addresses. The list will not be accepted if prepared from real estate, county clerk or other sources.

IF THE LIST IS PREPARED BY A LICENSED ABSTRACTOR, TITLE COMPANY OR SIMILARLY QUALIFIED PERSON, OTHER THAN THE RTA, attached to the list shall be a cover letter that certifies that the list is consistent with the RTA records. The cover letter shall also certify that the legal description of the property owned (or under authorization) by the applicant/agent/owner is the property for which the 1,000 ft. list is prepared, per RTA records, and FURTHER that the legal description has been checked and is accurate with respect to the property for which the application is proposed.

IF THE LIST IS PREPARED BY THE RTA, the applicant will be required to submit 1) a Land Records Request Form and Certification (see attached), and 2) sign an Acknowledgment of Receipt of 1,000 Ft. List form, before receiving the list from RTA and before the list will be accepted or used by the Johnson County Planning, Development, and Codes Department.

The applicant is responsible for any costs associated with preparation of the 1,000 ft. ownership list.

Any questions about these procedures should be directed to the Johnson County Planning, Development and Codes Department, telephone 913-715-2200 or fax 715-2222.

THE FOLLOWING IS TO BE COMPLETED AND SUBMITTED BY THE APPLICANT.

I certify that I have read, understand and have provided the above information to the licensed abstractor, Title Company, or other similarly qualified person preparing my 1,000-foot radius ownership list.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name