



City of Kuna  
 Planning & Zoning  
 Department  
 PO. Box 13  
 Kuna, ID 83634  
 208.922.5274  
 www.kunacity.id.gov

## Preliminary Plat Checklist

Preliminary Plats require public hearings with both the Planning & Zoning Commission and City Council. Public hearing signs will be required to be posted by the applicant for both meetings. Sign posting regulations are available online.

<b>Project Name:</b>	<b>Applicant:</b>
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**All applications are required to contain on copy of the following:**

Applicant (✓)	Description	Staff (✓)
<input type="checkbox"/>	Electronic copy of all required submittal items.	<input type="checkbox"/>
<input type="checkbox"/>	Completed and signed Commission & Council Review Application.	<input type="checkbox"/>
<input type="checkbox"/>	Vicinity map showing relationship of the proposed plat to the surrounding area with a 2-mile radius.	<input type="checkbox"/>
<input type="checkbox"/>	Homeowner's maintenance agreement for the care of landscaped common areas.	<input type="checkbox"/>
<input type="checkbox"/>	Legal description of the preliminary plat area: Include a metes & bounds description to the section line of all adjacent roadways stamped & signed by a registered professional land surveyor with a calculated closure sheet & a map showing the boundaries of the legal description.	<input type="checkbox"/>
<input type="checkbox"/>	Proof of ownership—A copy of your deed and Affidavit of Legal Interest (for all interested parties involved).	<input type="checkbox"/>
<input type="checkbox"/>	Letter of intent indicating reasons and details for preliminary plat.	<input type="checkbox"/>
<input type="checkbox"/>	Commitment of Property Posting form signed by the applicant/agent.	<input type="checkbox"/>
<input type="checkbox"/>	If preliminary plat includes 100 lots or more, please submit a traffic impact study.	<input type="checkbox"/>
<input type="checkbox"/>	A letter from Ada County Engineer with the Subdivision Name reservation. A name change needs to be submitted and approved by the Planning & Zoning Director and Ada County Engineer.	<input type="checkbox"/>
<input type="checkbox"/>	Phasing Plan	<input type="checkbox"/>
<input type="checkbox"/>	Landscape plan for subdivision entrances, buffers, common areas, etc.	<input type="checkbox"/>
<input type="checkbox"/>	Neighborhood meeting certification (certification & neighborhood meeting list forms shall accompany this application).	<input type="checkbox"/>
<input type="checkbox"/>	8 1/2 x 11 proposed preliminary plat.	<input type="checkbox"/>
<input type="checkbox"/>	Preliminary plat drawing on 24x36 quality paper drawn to scale of 1 to 100' or more. The following information shall be contained on the preliminary plat: <ul style="list-style-type: none"> <li>◇ Topography at two-foot (2') intervals</li> <li>◇ Land uses (location, layout, types &amp; dimensions): residential, commercial &amp; industrial land uses.</li> <li>◇ Street right-of-way: dimensions of right-of-way dedication for all roadways, street sections, improvements, etc.</li> <li>◇ Easements/common space: utility easements, parks, community spaces</li> <li>◇ Lots: layout and dimensions of lots</li> <li>◇ Preliminary improvement drawing: show water, sewer, drainage, electricity, irrigation, telephone, natural gas, proposed street lighting, proposed street names, proposed subdivision name, fire hydrant placement, storm water disposal, underground utilities, and sidewalks.</li> </ul>	<input type="checkbox"/>

*NOTE: One copy of the above items need to be submitted when applying for multiple applications. This application shall not be considered complete (nor will a public hearing be set) until staff has received **all required information**. Once the application is deemed complete, staff will notify the applicant of the scheduled hearing date, fees due, additional copies needed, etc.*



# City of Kuna AFFIDAVIT OF LEGAL INTEREST

City of Kuna  
Planning & Zoning  
Department  
PO. Box 13  
Kuna, ID 83634  
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www.kunacity.id.gov

State of Idaho) ) ss.  
County of Ada)

I, \_\_\_\_\_, \_\_\_\_\_  
Name Address  
\_\_\_\_\_, \_\_\_\_\_  
City State Zip Code

being first duly sworn upon oath, depose and say:

**(If Applicant is also Owner of Record, skip to B)**

A. That I am the record owner of the property described on the attached, and I grant my  
permission to \_\_\_\_\_  
Name Address

to submit the accompanying application pertaining to that property.

B. I agree to indemnify, defend and hold City of Kuna and its employees harmless from any claim or  
liability resulting from any dispute as to the statements contained herein or as to the ownership of  
the property which is the subject of the application.

C. I hereby grant permission to the City of Kuna staff to enter the subject property for the purpose of site  
inspections related to processing said application(s),

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature

**Subscribed and sworn** to before me the day and year first above written.

\_\_\_\_\_  
Notary Public for Idaho

Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_



*City of Kuna*  
**COMMITMENT TO  
PROPERTY POSTING**

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Per City Code 5-1A-8, the applicant for all applications requiring a public hearing shall post the subject property not less than ten (10) days prior to the hearing. The applicant shall post a copy of the public hearing notice or the application (s) on the property under consideration.

The applicant shall submit proof of property posting in the form of a notarized statement and a photograph of the posting to the City no later than seven (7) days prior to the public hearing attesting to where and when the sign (s) were posted. Unless such Certificate is received by the required date, the hearing will be continued.

The sign (s) shall be removed no later than three (3) days after the end of the public hearing for which the sign (s) had been posted.

I am aware of the above requirements and will comply with the posting requirements as stated in Kuna City Code 5-1A-8

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Applicant/agent signature

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Date