



City of Kuna  
 Planning & Zoning  
 Department  
 P.O. Box 13  
 Kuna, Idaho 83634  
 208.922.5274  
 Fax: 208.922.5989  
 Website: www.kunacity.id.gov

## Variance Checklist

A Variance request requires 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 one copy of the following:**

Applicant (√)	Description	Staff (√)
	Completed and signed Commission & Council Review Application.	
	Vicinity map showing the location of the requested variance, showing the following items, if applicable: <ul style="list-style-type: none"> <li>◇ Waterways</li> <li>◇ Large trees</li> <li>◇ Rock outcropping</li> <li>◇ Other items which are pertinent to this request</li> </ul>	
	Letter of intent indicating reasons for the Variance. Please include the following details: <ul style="list-style-type: none"> <li>◇ The exceptional difficulty and undue hardship.</li> <li>◇ The unique physical characteristic of the site which constitutes the exceptional difficulty and undue hardship is.</li> <li>◇ Does the result of the unique characteristic of the site deprive the owner of the reasonable use of his land or building (does the applicable zoning deprive the property rights and privileges enjoyed by other property in the vicinity due to special circumstances applicable to the property?)</li> <li>◇ Will the granting of this variance constitute a special privilege for the owner?</li> <li>◇ Will the granting of this variance be in conflict with the public interest?</li> </ul>	
	Commitment of Property Posting form signed by the applicant/agent, if applicable.	
	Neighborhood meeting certification (certification & neighborhood meeting list forms shall accompany this application).	
	Proof of Ownership—Warranty Deed and Affidavit of Legal Interest (for all interested parties)	

*Note: Only one copy of the above items need to be submitted when applying for multiple applications.*

*Note: A hardship must arise naturally, from the unique character of the property and not from the owners actions. A hardship cannot be self-created.*

*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*  
**COMMITMENT TO  
PROPERTY POSTING**

City of Kuna  
P.O. Box 13  
Kuna, Idaho 83634

Phone: (208) 922-5274  
Fax: (208) 922-5989  
Web: [www.cityofkuna.com](http://www.cityofkuna.com)

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