



Comprehensive Plan Amendment Application

PO Box 13 | 751 W 4th Street | Kuna, ID 83634
(208) 922-5274 | www.KunaCity.ID.gov



A Comprehensive Plan Amendment 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 can be found in Kuna City Code 5-1A-8.

****Office Use Only****

Case No(s): _____

Project Name: _____

Date of Pre-Application Meeting: _____ Valid for three (3) months

Date Received: _____

Date Accepted as Complete: _____

Application Submittal Requirements:

- Complete Planning & Zoning Application Coversheet
- Complete Comprehensive Plan Amendment Application (*It is the applicant's responsibility to use the most current application.*)
- Detailed narrative or justification for the application with the following: Definition of the change request; property information; the condition or situation which warrants a change being made to the plan; the public's need for and benefits of the change; documentation that no other solutions to the problem (by current policy of the plan) are possible or reasonable; development intentions; and address how the proposed amendment provides an improved guide to future growth and development of the city.
- Vicinity Map 8.5" x 11": Drawn to scale of 1" = 300' (or similar), showing the location of subject property. Map shall contain a shaded area showing the property; surrounding street names; and name(s) of surrounding subdivisions.
- The Comprehensive Plan Text to be Amended: underline/strikethrough proposed changes.
- Legal Description of Area: Include metes & bounds description to the section line of all adjacent roadways; stamped & signed by a registered professional Land Surveyor; calculated closure sheet; and a map showing the boundaries of the legal description.
- Recorded Warranty Deed for property.
- Affidavit of Legal Interest if the individual submitting this application is not the legal property owner. (*One Affidavit required for each party involved. Originals must be submitted to the Planning & Zoning Department.*)
- Neighborhood Meeting Certification.
- Commitment of Property Posting form signed by the applicant/agent.

This application shall not be considered complete (nor will a Public Hearing be scheduled) 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, and any additional items via a Letter of Completeness.