



Variance Application

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



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.

****Office Use Only****

Case No(s): _____

Project Name: _____

Date Received: _____

Date Accepted as Complete: _____

Applications shall contain one (1) copy of the following (digital documents preferred):

- Complete Planning & Zoning Application Coversheet.
- Complete Variance Application.
- Detailed narrative or justification for the application with the following details: The exceptional difficulty and undue hardship; unique characteristics of the site which constitutes the exceptional difficulty & undue hardship is; if the result of the characteristic of the site deprives the owner of the reasonable use of their land or building. Things to consider in writing your narrative: Does the applicable zoning deprive the property rights & privileges enjoyed by other property in the vicinity due to special circumstances applicable to the property? Will the granting of this Variance constitute a special privilege for the owner? Will the granting of this Variance be in conflict with the public interest?
- 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.

A hardship must arise naturally, from the unique character of the property & not from the owners' actions. A hardship cannot be self-created.

Information to Note:

The date of application acceptance shall be the date the applicant submits the final required information to the Planning & Zoning Department, including the application fee (KCC 5-1A-2C).

Complete applications shall be reviewed within sixty (60) days of date of acceptance (KCC 5-1A-5A).