



Lot Line Adjustment Application

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



A Lot Line Adjustment request does not require a public hearing & will be scheduled for a regular City Council meeting as a regular agenda item.

****Office Use Only****

Case No(s): _____

Project Name: _____

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

Date Received: _____

Date Accepted as Complete: _____

All applications are required to contain one (1) copy of the following:

- Completed & signed Commission & Council Review application
- Detailed submittal letter explaining how the project enhances and beautifies the community and types of services the project will provide and/or the reason for the Lot Line Adjustment
- Legal description of the property: 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
- Proof of ownership: A copy of your deed and Affidavit of Legal Interest for all interested parties
- Vicinity Map: 8.5" x 11" showing streets, driveways, property lines, etc.
- Sketch showing the proposed Lot Line Adjustment, include: Current lot size dimensions, square footage & street frontage; proposed new location of the Lot Line & new dimensions, square footages & street frontages; streets, surrounding land uses, etc.; and existing and proposed public improvements including sidewalks, streets, lighting, landscaping, natural features, etc. (if applicable)

This application shall not be considered complete nor will a meeting date be set, until staff has received all required information. Once the application is deemed complete, staff will notify the applicant of the scheduled meeting date, fees due & any other necessary information via a Letter of Completeness.