



Lot Split Application

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



****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 shall contain one (1) copy of the following:

- Complete Planning & Zoning Application Coversheet
- Complete Lot Split Application (*It is the applicant's responsibility to use the most current application.*)
- Detailed narrative or justification for the application, describing the project, how the project enhances and beautifies the community, and how the project complies with the requirements found within Kuna City Code 5-16-3.
- Vicinity Map 8.5" x 11": Drown to scale of 1" = 300' (or similar), showing surrounding streets, driveways property lines, etc.
- Legal description of 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 and 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.*)
- Documentation demonstrating an original lot, tract or parcel of land has been split no more than two times as of the City of Kuna's date of origination (December 7, 1977). (*KCC 5-16-3:A states a Lot Split shall create no more than three (3) parcels from an original tract of land.*)
- Sketch of proposed Lot Split, including: Current lot size dimensions, square footage and street frontage; proposed Lot Split with new lot lines, dimensions, square footage and street frontages; streets, surrounding land uses, etc.; and existing & proposed public improvements including sidewalk, streets, lighting, landscaping, natural features, etc.

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