

# Planned Unit Development Application

PO Box 13 | 751 W 4<sup>th</sup> Street | Kuna, ID 83634  
(208) 922-5274 | [www.KunaCity.ID.gov](http://www.KunaCity.ID.gov)



**\*\*Office Use Only\*\***

**Case No(s):** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Date of Pre-Application Meeting:** Valid for three (3) months, unless otherwise determined by staff

**Date Received:** \_\_\_\_\_

**Date Accepted as Complete:** \_\_\_\_\_

KCC 5-1-6 defines a Planned Unit Development as, “An area of land in which a variety of Residential, Commercial and Industrial uses under single ownership or control is developed for the purpose of selling individual lots or estates and are accommodated in a preplanned environment with more flexible standards, such as lot sizes and setbacks.”

The City of Kuna has adopted a Planned Unit Development (PUD) process whose purpose is to make Kuna a pleasant, comfortable place to live and work. This PUD process is based on standards and guidelines found in Kuna City Code (KCC) 6-5-2. KCC can be viewed at [www.KunaCity.ID.gov](http://www.KunaCity.ID.gov).

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

- Complete Planning & Zoning Application Coversheet.
- Complete Planned Unit Development Application (*It is the applicant’s responsibility to use current application.*)
- Detailed narrative or justification for the application, describing project, design elements and how the project complies with PUD standards; nature of the land use actions requested; proposed number of phases; number of lots for each applicable designation (i.e. Residential, Commercial, Common, etc.); Gross & Net density; Open Space percentage & amenities; roads; and parking.
- 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 annexation property; surrounding street names; and name(s) of surrounding subdivisions.
- Aerial Map 8.5” x 11” : Color photo depicting the proposed site, street names, and surrounding area within 500’. (*The purpose of this photo is to view the existing features of the site & surrounding sites.*)
- Copy of Deed; **and**, if applicant is not the owner, an *original* Affidavit of Legal Interest from the owner (and ALL interested parties) stating the applicant is authorized to submit the application.
- 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.
- Preliminary Plat: Drawn to scale of 1” = 100’ (or similar), displaying the following:
  - Name of project and date
  - Name of plan preparer with contact information

- Names, addresses and phone numbers of the Controller & any others involved in the project (i.e. Architect, Landscape Architect, Designer, Engineer, Planner, Nurseryman, etc.)
- North arrow
- Property lines
- Location of subdivision lines
- Existing structures – Identify those which are relocated or removed
- On-site and adjoining streets, alleys, private drives
- Rights-of-way and their designation
- Location and width of easements, canals and drainage ditches
- On-site transportation circulation plan for motor vehicles, pedestrians and bicycles
- Drainage location and method of on-site retention/detention
- Existing and/or proposed utility services, any above ground utility structures and provide their location
- Parking layout including spaces, driveways, curbs, cuts, circulation patterns, pedestrian walks and vision triangles
- Location and dimensions of off-street parking
- Location and size of any loading areas, docks, ramps and vehicle storage or service areas
- Roofline and foundation plan of building and location onsite
- Location of trash storage areas and exterior mechanical equipment; provide proposed method of screening
- Sign locations (*A separate Sign Application must be submitted; this is a Staff level review.*)
- Locations and uses of all Open Spaces
  - Location of public restrooms
- Location, types and sizes of sound and visual buffers (*all buffers must be located outside the public right-of-way*)
- Location of walls and fences; provide their height and material of construction
- Natural Features Map: showing an inventory of existing site features
  - Ground elevation shown by contour lines at 2' intervals or less
    - 5' intervals may be accepted for slopes greater than 10%
  - General soil types as documented by a soils engineer or engineering geologist
  - Hydrology:
    - Analysis of natural drainage patterns and water resources including an analysis of streams, natural drainage swales, wetlands, floodplain areas or other areas subject to flooding, poorly drained areas, permanent high ground water areas and seasonally high ground water areas as they may be located on site or be affected by on site activity
    - Proposed and existing storm water facilities
    - Water conveyance facilities
    - Water features (*i.e., ponds, wetlands and permanent/intermittent water courses*)
    - If any portion of property is subject to flooding, a FEMA Floodplain Development Permit Application is required
  - Trees, vegetation and ground cover, historic sites, major rock outcroppings, etc.
  - Sanitary sewer, storm drainage and water supply facilities (*If such facilities are not on or abutting the site, indicate the direction and distance to the nearest such facilities*)
  - Width, location and purpose of all existing easements of record on/and abutting site(s)
- Site Plan: Drawn to a scale of 1" = 100' (or similar)
  - Name of project

- Signed and stamped by a licensed engineer, including date and contact information (*with the exception of concept drawings and residential structures that do not require a licensed engineer's review*)
- North Arrow
- Locations of all existing and proposed dwelling units and/or individual lots
- Location of major streets
- Proposed yard requirements or Single-Family homes for individual lots
- Existing and proposed traffic circulation system serving the PUD including:
  - Off-street parking and maneuvering
  - Points of access to existing public rights-of-way
  - Ownership of streets (*i.e. Public or Private*)
  - Parking areas
- Existing and proposed pedestrian & bicycle circulation system
- Conceptual plans for all services, including their location; whether services will be publicly or privately owned & maintained; location of utility connections. (*Any services intended to be privately owned, such as sewer/water/streets, requires prior review & approval by the City Engineer.*)
- Proposed location and design of any public or private common areas or structures including Open Space; parks or recreations areas; and school sites.
- Proposed architectural styles
- Landscape Plan for subdivision entrances, buffers, common areas, etc.
- Development Schedule indicating the approximate date on which construction of all phases within the project can be expected to begin; if schedule is approved by the Commission, it shall become part of the final development plan.
- Environmental Assessment, Grading Plan or other studies as may be appropriate for the proposed site or any additional information as determined by the Planning & Zoning Director, City Engineer, etc.

**IF THE PRELIMINARY PLAT INCLUDES 100 LOTS OR MORE,  
A TRAFFIC IMPACT STUDY IS REQUIRED.**

*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.*

**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).

If the Planning & Zoning Director or Designee, the Commission and/or City Council determine that additional and/or revised information is needed, and/or if other unforeseen circumstances arise, any dates outlined for processing may be rescheduled by the City. Applicant/Representative must attend all scheduled meetings.

**Owner Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Information**

Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Representative**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Information**

Address: \_\_\_\_\_

Parcel No(s): \_\_\_\_\_

Major Cross Streets: \_\_\_\_\_

Distance from Major Cross Streets: \_\_\_\_\_

**PUD Information**

1. This PUD Application is a request to construct, add or change (briefly explain the nature of request):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. PUD Amenities (circle all that apply):

Playground(s) Basketball/Tennis Court(s) Baseball Diamond Soccer/Rugby Field(s)

Swimming Pool Natatoriums Walking/Running Paths Clubhouse School Sites

Pedestrian/Bicycle Pathways (exclusive of required sidewalks adjacent to Public Rights-of-Way)

3. Are there any proposed pedestrian amenities such as bike racks; trash receptacles; benches; drinking fountains; etc.? YES NO

If Yes, please list: \_\_\_\_\_  
\_\_\_\_\_

4. Total number of parking spaces, including L x W? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. What is the current land use? \_\_\_\_\_
6. What are the land uses of the adjoining properties?  
 North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_
7. If the development is intending to be phased, what is the phasing time period?  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Are there any irrigation ditches/canals on or adjacent to the property? YES NO  
 If yes, who is the name of the irrigation or drainage provider? \_\_\_\_\_
9. What is the proposed method of on-site drainage retention/detention?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
10. % of site devoted to building coverage: \_\_\_\_\_
11. % of site devoted to landscaping: \_\_\_\_\_ Sq. Ft: \_\_\_\_\_
12. % of landscaping within parking lot(s): \_\_\_\_\_
13. Provide dimensions of landscaped areas within public ROW: \_\_\_\_\_  
 \_\_\_\_\_
14. Are there any existing trees of 4-inch or greater in caliper? YES NO  
 If Yes, please provide type, size & indicate location on Landscape Plan: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
15. % of site that is hard surface: \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_
16. % of site devoted to other uses: \_\_\_\_\_ Please describe: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**The Ada County Highway District (ACHD) may also conduct public meetings regarding this application. If you have questions about the meeting date(s), please contact ACHD at (208) 387-6170.**

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