



COMMERCIAL, APARTMENT, TOWNHOUSE & DUPLEX DESIGN REVIEW 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, unless otherwise determined by Staff

Date Received: _____

Date Accepted as Complete: _____

The City of Kuna has adopted a Design Review Overlay District, encompassing all of Kuna City Limits, with the purpose of ensuring Kuna is a pleasant and comfortable place to live and work. A Design Review shall be submitted for the following items (*this is not a definitive list, please see Kuna City Code 5-4*):

- Commercial
- Industrial
- Apartments
- Townhomes
- Duplexes
- Offices
- Proposed changes in land and/or building use
- Enlargement or Expansion of existing buildings/sites

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

- Complete P&Z Application Coversheet.
- Complete Design Review Application.
- Project narrative describing the project, design elements, etc.
- Vicinity Map: Color, 8.5 inch x 11 inch at a 1 inch = 300 foot scale, labeled with site location & adjacent street names.
- Aerial Map: Color, 8.5 inch x 11 inch, 500 foot radius of site, labeled with site location, street names, neighboring developments, etc.
- Recorded Warranty Deed.
- Affidavit of Legal Interest if the individual submitting the application is not the property owner. (*One Affidavit required for each party involved. Originals must be mailed/dropped off with P&Z Staff.*)
- Detailed Site Plan
 - Name of project & date;
 - Name of plan preparer with contact information;
 - North arrow;
 - Property lines;
 - Existing structures – Identify if they are to be relocated or removed;
 - On-site & adjoining streets, alleys, private drives, rights-of-way, etc.;
 - Drainage location & method of on-site retention/detention;
 - Existing and/or proposed utility services and/or any above ground utility structures;
 - Location & width of easements, canals, drainage ditches, etc.;
 - Location & dimensions of off-street parking, parking layout with spaces, driveways, curbs, cuts, circulation patterns, pedestrian walks & sight triangles;
 - Location & size of any loading areas, docks, ramps, vehicle storage or service areas;
 - Location of trash enclosure(s);
 - Exterior mechanical equipment with proposed method of screening;
 - Sign locations (*A separate Sign Review Application must be submitted; this is a Staff level review.*)

- Location & use of *all* Open Spaces (if applicable);
- Location, type & size of buffers (all buffers must be located outside the public rights-of-way.);
- Location of subdivision lines (if applicable), property lines, and rights-of-way; and
- Location of fencing with height & material.
- Qualified Open Space Plan reflecting compliance with the percentage requirement listed in Kuna City Code (KCC) 5-17-12(D).
- Landscape Plan: Must be drawn by the project architect, professional landscape architect, landscape designer, or qualified nurseryman.
 - Color plan drawn to a scale no smaller than 1 inch = 30 feet;
 - Name of plan preparer & contact information;
 - Name of project and date;
 - North arrow
 - Boundaries, property lines & dimensions;
 - Location & design of areas to be landscaped;
 - Location of fencing, & detail reflecting material & height;
 - Plant schedule with botanical & common name, quantity, & spacing, as well as size at time of planting & labeled location of all plants;
 - Location of existing vegetation identified by species, size, & relocation plan (*retention of existing trees required by KCC 5-17-4*);
 - Location of pressurized irrigation lines;
 - Location, description, material, & cross-section of special features (trash receptacles, berming, retaining walls, fountains, etc.);
 - Location of required open space area(s);
 - Location & designations of all sidewalks;
 - Parking areas;
 - Location of proposed signage (*a separate Sign Review application is required*); and
 - Measurements of all landscape areas.
- Grading & Drainage Plan
 - A generalized drainage plan showing direction drainage with proposed on-site retention. (A detailed Grading & Drainage Plan prepared by a registered Professional Engineer (PE) shall be submitted along with the constructions plans for review & approval by City Engineer.)
- Building Elevations
 - Detailed color elevation plans of any proposed building(s) or addition(s), labeled with North, South, East, West;
 - Color renderings of all proposed building materials and indication where each material/color is to be located;
 - Roof plan;
 - Cross-section of structure showing any rooftop mechanical units & their roof placement OR location of and screening method of ground level mechanical equipment; and
 - Trash enclosure details & color elevations showing materials & gates.
- Lighting Plan
 - Exterior lighting, including detailed cut sheets & photometric plan (*pedestrian, security, decoration, etc.*)
 - Types & wattage of all light fixtures. (*NOTE: Lighting fixtures shall be "Dark Sky" compliant*); and
 - Placement of all light fixtures shown on elevations & landscape plans.
- Construction Drawings/Civil Plans

Please check the box(es) that reflect the intent of application:

<input type="checkbox"/>	Architectural	<input type="checkbox"/>	Open Space
<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	Modification

1. Is the project intended to be phased? YES NO

If Yes, how many Phases & what is the timeline? _____

Setbacks

Are reduced setbacks being proposed? YES NO

If YES, Front: _____ Rear: _____ Side(s): _____

Please note a Variance application must be submitted for reduced setbacks.

Applicant Signature: _____ Date: _____

Please email this completed form to pzapplications@kunaid.gov & a link will be provided to you for upload of the remaining application documents.