



Neighborhood Meeting Certification

PO Box 13 | 751 W 4th Street | Kuna, ID 83634
(208) 922-5546 | www.KunaCity.ID.gov

Public hearing level applications require a Neighborhood Meeting be held *prior* to submission of the application(s). This Neighborhood Meeting Certification packet includes the following:

- Neighborhood Meeting Certification – Acts as quick reference information regarding your project.
- Sign-in Sheet – Provides written record of who attended your Neighborhood Meeting.
- Neighborhood Meeting Minutes – Space in which to record the items discussed and any concerns attendees may have.

A Neighborhood Meeting cannot take place more than three (3) months prior to acceptance of the application and an application will not be accepted before the meeting is conducted. You are required to mail written notification of your meeting at least fourteen (14) days prior to your meeting in order for property owners to plan to attend. **Contacting and/or meeting individually with property owners DO NOT fulfill Neighborhood Meeting requirements.** You may request a 300’ property owners mailing list by completing the Neighborhood Meeting Mailing List Request form located under Forms & Applications on the City of Kuna website.

Neighborhood Meetings shall be held on a weekend between 10:00 AM & 7:00 PM, or a weekday between 6:00 PM & 8:00 PM. The meeting **cannot** be conducted on holidays, holiday weekends, or the day before/after a holiday or holiday weekend. The meeting must be held at one of the following locations:

- Subject property;
- Nearest available public meeting place (i.e. Kuna Library, Community Centers, Churches, etc.); or
- An office space within a one (1) mile radius of the subject property.

Once the Neighborhood Meeting has been held, please complete this certification form and include with your application along with the Sign-in Sheet, Neighborhood Meeting Minutes & a copy of the notification mailed to attendees.

Description of proposed project: _____

Date of Meeting: _____ Time: _____

Meeting Location: _____

Site Information

Subdivision Name: _____ Lot _____ Block _____

Address: _____

Parcel No(s): _____

Section _____ Township _____ Range _____ Total Acres _____

Owner of Record

Name: _____

Address: _____

Contact Person

Name: _____

Business Name (if applicable): _____

Address: _____

Phone: _____ Email: _____

Applicant

Name: _____

Address: _____

Phone: _____ Email: _____

I, _____, certify that a Neighborhood Meeting was conducted at the time and location noted on this form in accordance with Kuna City Code 5-4-5.

Applicant Signature: _____ **Date:** _____

By signing, you affirm the form has been completed in its entirety and all required parts shall be provided with application submission.

SIGN-IN SHEET

Project Name: _____

	Name	Address	Phone
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