



Design Review Application

PO Box 13 | 751 W 4th Street | Kuna, ID 83634

(208) 922-5546 | www.KunaCity.ID.gov

Kuna City Code (KCC)

Title 5, Chapter 8 (Design Review)

Title 5, Chapter 10 (Open Space and Common Areas)

Application shall contain the following:

Description	File Naming Convention	Submitted (✓/✗) (Staff Use Only)
Completed & signed P&Z Application Coversheet	Application Coversheet	
Completed & signed Design Review Application	Design Review Application	
Narrative describing the project, design elements, nature of land use action(s) requested, serviceability, amenities, etc.	Narrative	
Vicinity Map depicting the project location, surrounding street names, and surrounding subdivisions	Vicinity Map	
Recorded Deed for parcel(s).	Deed(s)	
Affidavit of Legal Interest if the individual submitting the application is not the Owner of Record; one (1) Affidavit is required for each Owner of Record	Affidavit(s)	
Landscape plan drawn to scale (no smaller than one (1) inch equals thirty (30) feet) The following items are requirements of the landscape plan:	Landscape Plan	
<ul style="list-style-type: none"> Boundaries, property lines and dimensions 		
<ul style="list-style-type: none"> Existing trees and vegetation identified by species and size 		
<ul style="list-style-type: none"> Location and design of areas to be landscaped 		
<ul style="list-style-type: none"> Location and labels for all proposed plants 		
<ul style="list-style-type: none"> Plant lists or schedules with the botanical and common name, quality, and spacing the size of all proposed landscape materials at the time of planting 		
<ul style="list-style-type: none"> Location and description of other landscape improvements, such as earth berms, walls, fences, screens, sculptures, fountains, paved areas, or general amenities such as playground equipment, etc. 		

<ul style="list-style-type: none"> Planting and installation details as necessary to ensure conformance with all required standards 		
<p>Detailed Site Plan</p> <p>The following items are requirements of the site plan:</p>	Site Plan	
<ul style="list-style-type: none"> Name of project 		
<ul style="list-style-type: none"> Name of plan preparer with contact information 		
<ul style="list-style-type: none"> North arrow 		
<ul style="list-style-type: none"> Property lines 		
<ul style="list-style-type: none"> Existing structures – Identify if they are to be relocated or removed 		
<ul style="list-style-type: none"> Building setbacks 		
<ul style="list-style-type: none"> On-site & adjoining streets, alleys, private drives, rights-of-way 		
<ul style="list-style-type: none"> Drainage location & method of on-site retention 		
<ul style="list-style-type: none"> Existing and/or proposed utility services and/or any above ground utility structures 		
<ul style="list-style-type: none"> Location & width of easements, canals, drainage ditches 		
<ul style="list-style-type: none"> Location & dimensions of off-street parking, parking layout with number of spaces, driveways, curbs, cuts, circulation patterns, pedestrian walks & sight triangles 		
<ul style="list-style-type: none"> Location & size of any loading areas, docks, ramps, vehicle storage or service areas 		
<ul style="list-style-type: none"> Location of trash enclosure(s) 		
<ul style="list-style-type: none"> Exterior mechanical equipment with proposed method of screening 		
<ul style="list-style-type: none"> Sign locations <i>(A separate Sign Review Application must be submitted; this is a Staff level review.)</i> 		
<ul style="list-style-type: none"> Location of fencing with height & material 		
<p>Qualified Open Space Plan reflecting compliance with the percentage requirement listed in KCC 5-10-12 D.</p>	Open Space Exhibit	
<p>An on-site drainage plan showing direction of drainage and proposed on-site retention</p>	Grading and Drainage Plan	
<p>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</p>	Elevations	

mechanical equipment; and Trash enclosure details & color elevations showing materials & gates		
Lighting plan with photometrics & cutsheets	Lighting Plan	

Not all application submittals will require all the items listed above. Contact the Planning & Zoning Department to determine if any of the items listed above will not be require for your application upon submittal.

If the Director or their designee determine that an application is incomplete, they shall provide notice to the applicant of such deficiencies. In the event an applicant fails to provide the missing information within a period of 14 calendar days, the application shall be deemed to have expired, and will not be further processed by the City unless and until an entirely new application is submitted.

All file naming conventions shall be followed. In the event the file naming conventions are not adhered to the application submittal will be rejected.

Applicant Signature: _____ **Date:** _____

By signing, you affirm this form has been completed in its entirety and all supporting documents shall be uploaded within 14 days of receipt of the link provided by staff.