



Lot Split 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 9, Part 6

Application shall contain the following:

Description	File Naming Convention	Submitted (✓/✗) (Staff Use Only)
Completed & signed P&Z Application Coversheet	Application Coversheet	
Completed & signed Lot Line Adjustment Application	Lot Line Adjustment Application	
Narrative providing general information on the parcels and the proposed adjustment	Narrative	
Vicinity Map depicting the project location, surrounding street names, and surrounding subdivisions	Vicinity Map	
Recorded Deed for parcel(s)	Deed	
Affidavit of Legal Interest if the individual submitting this application is not the Owner of Record; one (1) Affidavit is required for each Owner of Record	Affidavit(s)	
Legal description of each property: Include metes & bounds description to the selection line of all adjacent roadways; stamped & signed by a registered professional land surveyor; calculated closure sheet; and map showing boundaries of the legal description	Legal Description	
Sketch of proposed Lot Split: Include lot dimensions, square footage & street frontage; streets, surrounding land uses, etc.; and existing and proposed public improvements including sidewalks, streets, lighting, landscaping, natural features, etc.	Lot Split Sketch	
Documentation from Central District Health, that the district’s potable water supply and septic system requirements can be met (if applicable)	Central District Health Serviceability Confirmation	

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