



Preliminary Plat 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

Application shall contain the following:

Description	File Naming Convention	Submitted (✓/✗) (Staff Use Only)
Completed & signed P&Z Application Coversheet	Application Coversheet	
Completed & signed Preliminary Plat Application	Preliminary Plat Application	
Completed & signed Subdivision Landscaping Design Review Application	Design Review Application	
Narrative describing the project, design elements, serviceability, amenities, etc	Narrative	
Vicinity map showing the relationship of the proposed plat to the surrounding area (one-half-mile minimum radius, scale optional)	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 Preliminary Plat area: Include metes & bounds description to the section line of all adjacent roadways; stamped & signed by a registered professional Land Surveyor; calculated closure sheet; and map showing the boundaries of the legal description	Legal Description	
Neighborhood Meeting Certification Form	Neighborhood Meeting Certification	
Signed Commitment to Property Posting form	Commitment to Property Posting	
Proof of subdivision name reservation from the Ada County Assessor	Subdivision Name Reservation	
A copy of the preliminary plat of the proposed subdivision, drawn in accordance with this Title's requirements; each copy of the preliminary plat shall be on specified paper, with dimensions not less than twenty-four (24) inches by thirty-six (36) inches, and drawn to a scale not less than one (1) inch to one hundred (100) feet, to include the date drafted, the person drafting the document and north arrow. Any other scale requires prior authorization from city staff. North shall be	Pre-plat	

oriented to the top or to the left on a landscape orientated plan. The following items are requirements of the pre plat:		
• The name of the proposed subdivision		
• The names, addresses and telephone numbers of the subdivider, subdivider's representative, engineer of record or surveyor who prepared the plat		
• The legal description of the subdivision prepared by a licensed engineer or land surveyor		
• Sealed by a licensed engineer or land surveyor		
• General narrative about the proposed subdivision		
• Streets, street names, rights-of-way and roadway widths, including adjoining streets and roadways within three hundred (300) feet of the outside preliminary plat property dimensions		
• Lot lines and blocks showing the dimensions to the nearest foot and numbers of each		
• Contour lines, shown at five-foot intervals where land slope is greater than ten (10) percent and at two-foot intervals where land slope is ten (10) percent or less, referenced to an established benchmark, including location and elevation		
• All proposed or existing utilities, including, but not limited to, storm and sanitary sewers, irrigation laterals, ditches, drainages, bridges, culverts, water mains, fire hydrants, pressure irrigation and streetlights		
• Any dedications to the public and/or easements, together with a statement of location, dimensions and purpose of each		
• Draft agreement between the developer and city specifying the duties and obligations of the developer and the city in maintaining stormwater retention areas		
• Common lot/open space table to include: Location, size in acres, uses and ownership of each common lot		
• Site data table on the cover sheet to include the following information: o Total site acreage		

○ Current zoning ○ Proposed zoning ○ Utility providers ○ Protection services ○ School district ○ Irrigation district ○ Total lots ○ Average lot size ○ Total common lots ○ Density (for PUDs provide each density and overall)		
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	
• Boundaries, property lines and dimensions		
• Existing trees and vegetation identified by species and size		
• Location and design of areas to be landscaped		
• Location and labels for all proposed plants		
• 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		
• 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.		
• Planting and installation details as necessary to ensure conformance with all required standards		
Geotechnical Report	Geotechnical Report	
Approved Traffic Impact Study (if applicable)	TIS	
Engineering construction drawings for streets, water, sewer, sidewalks, pressurized irrigation & other public improvements	Construction Drawings	

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.