



Vacation 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 12

Application shall contain the following:

Description	File Naming Convention	Submitted (✓/✗) (Staff Use Only)
Completed & signed P&Z Application Coversheet	Application Coversheet	
Completed & signed Vacation Application	Vacation Application	
Narrative describing the project and reasons for the vacation request	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 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 a map showing boundaries of the legal description	Legal Description	
Relinquishment of easement letters from the applicable parties (i.e., public utilities, Idaho Power, Intermountain Gas, internet provider, and applicable irrigation district)	Easement Relinquishment Letter(s)	
Neighborhood Meeting Certification Form	Neighborhood Meeting Certification	
Signed Commitment to Property Posting form	Commitment to Property Posting	

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.