



Variance 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 11

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	Variance Application	
Narrative including description of exceptional difficulty and undue hardship, and how the unique characteristics of the site deprives the owner of reasonable use of their land or building	Narrative	
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)	
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.