



# Comprehensive Plan Text and/or Map Amendment Application

Kuna City Code (KCC) Title 5, Chapter 6

**Application shall contain the following:**

Description	File Naming Convention	Submitted (✓/✗) (Staff Use Only)
Completed & signed P&Z Application Coversheet	Application Coversheet	
Completed & signed Comprehensive Plan Amendment Application	Comp Plan Amendment Application	
Narrative explaining what you are requesting and the reasoning behind it	Narrative	
Vicinity Map depicting the project location, surrounding street names, and surrounding subdivisions <i>(if applicable)</i>	Vicinity Map	
Recorded Deed for parcel(s) <i>(if applicable)</i>	Deed(s)	
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 <i>(if applicable)</i>	Affidavit(s)	
Neighborhood Meeting Certification Form <i>(if applicable)</i>	Neighborhood Meeting Certification	
Signed Commitment to Property Posting form <i>(if applicable)</i>	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 link provided by staff.*