

# Preliminary Plat Application

PO Box 13 | 751 W 4<sup>th</sup> Street | Kuna, ID 83634  
(208) 922-5274 | [www.KunaCity.ID.gov](http://www.KunaCity.ID.gov)



**Preliminary Plats require public hearings with both the Planning & Zoning Commission and City Council. Public Hearing signs will be required to be posted by the applicant for both meetings. Sign posting regulations are available online.**

<b>**Office Use Only**</b>	
<b>Case No(s):</b>	_____
<b>Project Name:</b>	_____
<b>Date of Pre-Application Meeting:</b>	_____ <small>Valid for three (3) months, unless otherwise determined by staff</small>
<b>Date Received:</b>	_____
<b>Date Accepted as Complete:</b>	_____

**Application shall contain one (1) copy of the following (digital documents preferred):**

- Complete Planning & Zoning Application Coversheet
- Complete Preliminary Plat Application
- Detailed narrative or justification for the application, describing the project, design elements, serviceability, amenities, and how the project complies with the requirements found within Kuna City Code.
- Vicinity Map 8.5" x 11": Drawn to scale of 1" = 300' (or similar), showing the location of subject property. Map shall contain a shaded area showing the annexation property; surrounding street names; and name(s) of surrounding subdivisions.
- 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 a map showing the boundaries of the legal description.
- Recorded Warranty Deed for property.
- Affidavit of Legal Interest if the individual submitting this application is not the legal property owner. *(One Affidavit required for each party involved. Originals must be submitted to the Planning & Zoning Department.)*
- Neighborhood Meeting Certification.
- Commitment of Property Posting form signed by the applicant/agent.
- A letter or email from the Ada County Engineer showing the subdivision name reservation. *(A name change needs to be submitted and approved by the Planning & Zoning Director & Ada County Engineer.)*
- Preliminary Plat (24" x 36"): Drawn to a scale of 1" = 100' (or similar), showing
  - Topography at 2' intervals
  - Land uses (location, layout, types & dimensions) of Residential, Commercial & Industrial
  - Street right-of-way (ROW) including dimensions of ROW dedication for all roadways, street sections, improvements, etc.
  - Easements/common space such as utility easements, parks, community spaces, etc.
  - Layout & dimensions of lots
  - Improvements drawing showing water, sewer, drainage, electricity, irrigation, telephone, gas, proposed street lighting, proposed street names, fire hydrant placement, storm water disposal, underground utilities, and sidewalks.
- Preliminary Plat (8.5" x 11"): Drawn to a scale of 1" = 100' (or similar), with the same items as listed in the "Preliminary Plat".

- Phasing Plan
- Landscape Plan for subdivision entrances, buffers, common areas, etc.
- Homeowners Maintenance Agreement for the care of landscaped common areas.

**IF THE PRELIMINARY PLAT INCLUDES 100 LOTS OR MORE,**  
**A TRAFFIC IMPACT STUDY IS REQUIRED.**

*This application shall not be considered complete (nor will a Public Hearing be scheduled) until Staff has received all required information. Once the application is deemed complete, Staff will notify the Applicant of the scheduled hearing date, fees due, and any additional items via a Letter of Completeness.*

**Information to Note:**

The date of application acceptance shall be the date the applicant submits the final required information to the Planning & Zoning Department, including the application fee (KCC 5-1A-2C).

Complete applications shall be reviewed within sixty (60) days of date of acceptance (KCC 5-1A-5A).

Applicant Signature: \_\_\_\_\_

*Wg A L D*

Date: \_\_\_\_\_

*4/11/24*

*By signing, you are confirming you have provided all required items listed on this application.*