



City of Kuna
Planning & Zoning
Department
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Lot Split Checklist

A Lot Split request does not require a public hearing, and will be scheduled for a regular City Council meeting as a regular agenda item.

Project name:	Applicant:
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All applications are required to contain one copy of the following:

Applicant (√)	Description	Staff (√)
	Completed and signed Commission & Council Review Application.	
	Detailed submittal letter explaining how the project enhances and beautifies the community and types of services the project will provide.	
	Legal description of the property: Include a metes & bounds description to the section line of all adjacent roadways stamped & signed by a registered professional land surveyor with a calculated closure sheet & a map showing the boundaries of the legal description.	
	Proof of ownership—A copy of your deed and Affidavit of Legal Interest (for all interested parties).	
	Documentation the parcel is the original parcel of land held in one ownership and of record at the effective date of 12/7/77.	
	8 1/2 x 11 vicinity map showing streets, driveways, property lines, etc.	
	A sketch showing the proposed lot split. The sketch shall include the following information: <ul style="list-style-type: none"> ◇ Current lot size including dimensions, square-footage and street frontage. ◇ Proposed lot split including the new lot lines and new dimensions, square-footages and street frontages. ◇ Streets, surrounding land uses, etc. ◇ Existing and proposed public improvements including sidewalk, streets, lighting, landscaping, natural features, etc. 	

Note: Only one copy of the above items need to be submitted when applying for multiple applications.

This application shall not be considered complete (nor will a hearing date be set) 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, additional copies needed, etc.

