City of Kuna
Planning & Zoning
Department
P.O. Box 13
Kuna, Idaho 83634
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Website: www.cityofkuna.com

City Ordinance Revision Checklist

A City Ordinance Revision requires public hearings with both the Planning & Zoning Commission and City Council.

Proposed Code Change: **Applicant:**

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

Applicant (√)	Description	Staff (√)
☐	Completed and signed Commission & Council Review Application.	☐
☐	A statement with the following required elements: ◊ The intent of the proposed amendment. ◊ Zoning Ordinance Sections to be amended and specific, proposed language. ◊ Other applicable or cross-referenced Sections from the Zoning Ordinance. ◊ Other pertinent plans or ordinances.	☐
☐	For a Text Amendment, underline and strikeout proposed changes.	☐

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 Public Hearing 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.