



City of Kuna
 Planning & Zoning
 Department

Temporary Business Checklist

A Temporary Business 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.	
	City of Kuna Business License copy.	
	Detailed submittal letter including the following information: ◇ Reason for the temporary business request. ◇ What services will be provided to the public, and the nature of the business. ◇ Days and hours of operation.	
	8 1/2 x 11 vicinity map showing a sketch of the site with the temporary business.	
	A sketch showing the proposed temporary business location. The sketch shall include the following information: ◇ Surrounding existing public improvements. ◇ Temporary business location on the site. ◇ Property lines, 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.

