



City of Kuna
 Planning & Zoning
 Department

Planned Unit Development (P.U.D.) Checklist

Planned Unit Developments 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.

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

Applicant (v)	Description	Staff (v)
	Completed and signed Commission & Council Review Application.	
	Vicinity map showing relationship of the proposed plat to the surrounding area with a 2-mile radius.	
	Homeowner's maintenance agreement for the care of landscaped common areas.	
	Legal description of the preliminary plat area: 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, or Affidavit of Legal Interest.	
	Letter of intent indicating reasons and details for a P.U.D., setting forth why the P.U.D. would be in the public interest. Indicate the relationship of the P.U.D. to the comprehensive plan & to existing and/or proposed schools & other community facilities & services.	
	Commitment of Property Posting form signed by the applicant/agent.	
	If preliminary plat includes 100 lots or more, please submit a traffic impact study. If preliminary plat includes 50 lots or more, please submit an estimate of tax revenue generation and an estimate of the public service costs to provide adequate service to the development.	
	Landscape plan for subdivision entrances, buffers, common areas, etc.	
	Neighborhood meeting certification (certification & neighborhood meeting list forms shall accompany this application).	
	8 1/2 x 11 proposed preliminary plat.	
	Preliminary plat drawing on 24x36 quality paper drawn to scale of 1 to 100' or more and . The following information shall be contained on the preliminary plat: <ul style="list-style-type: none"> ◇ Topography at two foot (2') intervals ◇ Land uses (location, layout, types & dimensions): residential, commercial & industrial land uses. ◇ Street right-of-ways: dimensions of right-of-way dedication for all roadways, street sections, improvements, etc. ◇ Easements/common space: utility easements, parks, community spaces ◇ Lots: layout and dimensions of lots ◇ Preliminary improvement drawing: show water, sewer, drainage, electricity, irrigation, telephone, natural gas, proposed street lighting, proposed street names, proposed subdivision name, fire hydrant placement, storm water disposal, underground utilities. 	

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.

Commitment of Property Posting

Per City Code 5-1A-8, the applicant for all applications requiring a public hearing shall post the subject property not less than ten (10) days prior to the hearing. The applicant shall post a copy of the public hearing notice or the application (s) on the property under consideration.

The applicant shall submit proof of property posting in the form of a notarized statement and a photograph of the posting to the City no later than seven (7) days prior to the public hearing attesting to where and when the sign (s) were posted. Unless such Certificate is received by the required date, the hearing will be continued.

The sign (s) shall be removed no later than three (3) days after the end of the public hearing for which the sign (s) had been posted.

I am aware of the above requirements and will comply with the posting requirements as stated in Kuna City Code 5-1A-8.

Applicant/agent signature

Date