**Vacation Checklist**

Vacation requests 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.

<table>
<thead>
<tr>
<th>Project name:</th>
<th>Applicant:</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Applicant (%)</th>
<th>Description</th>
<th>Staff (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Completed and signed Commission &amp; Council Review Application.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vicinity map showing the location of the requested property to be vacated, property lines, streets and section lines.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Legal description of the vacation area: Include a metes &amp; bounds description to the section line of all adjacent roadways stamped &amp; signed by a registered professional land surveyor with a calculated closure sheet &amp; a map showing the boundaries of the legal description.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Proof of ownership—A copy of your deed and Affidavit of Legal Interest (for all interested parties)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Letter of intent indicating reasons for vacation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Commitment of Property Posting form signed by the applicant/agent.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Neighborhood meeting certification (certification &amp; neighborhood meeting list forms shall accompany this application).</td>
<td></td>
</tr>
</tbody>
</table>

*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.
State of Idaho )
County of Ada ) ss.

I,______________________________________     ,_____________________________________
Name Address
City State Zip Code

being first duly sworn upon oath, depose and say:

(If Applicant is also Owner of Record, skip to B)

A. That I am the record owner of the property described on the attached, and I grant my
   permission to ____________________    ______________________________________
   Name Address
to submit the accompanying application pertaining to that property.

B. I agree to indemnify, defend and hold City of Kuna and its employees harmless from any
   claim or liability resulting from any dispute as to the statements contained herein or as to
   the ownership of the property which is the subject of the application.

C. I hereby grant permission to the City of Kuna staff to enter the subject property for the purpose
   of site inspections related to processing said application(s),

Dated this ___________________________day of ______________________________, 20_____

____________________________________________________________
Signature

Subscribed and sworn to before me the day and year first above written.

____________________________________________________________
Notary Public for Idaho
Residing at: ________________________________________________
My commission expires: _______________________________________
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