



**DEVELOPMENT SERVICES CENTER – PLANNING DIVISION**

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17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236  
Website Address: [www.morgan-hill.ca.gov](http://www.morgan-hill.ca.gov)

**Filing Requirements  
For  
COMMERCIAL ADMINISTRATIVE USE PERMIT**

**PURPOSE**

The Commercial Administrative Use Permit process is intended to allow for general commercial uses to continue, upon a determination that economic and market conditions are not sufficiently strong to support desired redevelopment of the subject site with uses that conform with the non-residential land use designation and zoning of the commercial parcels, and therefore that the historical commercial use of the subject parcels may continue in order to prevent blighting conditions that could occur if existing building were to be vacant for extended periods of time. All Commercial Administrative Use Permit applications shall be approved by the Community Development Director.

**FILING REQUIREMENTS**

An application shall be made by the property owner or agent thereof and must be accompanied by the following information in order to be accepted for processing:

1. Uniform Application
2. Vicinity Map
3. **Three (3)** sets of submittal plans
  - Site Plan for subject property and adjacent properties within 100 feet
  - Location of all existing and proposed structures
  - Location of tenant space that you propose to occupy
  - Floor Plan
  - Building elevations for facades
  - For existing buildings, photographs of the building frontages may be substituted for the required building elevation plans with the original submittal.)
  - A signing and landscape plan
4. Noticing Requirements
  - A typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to the most equalized assessment rolls (including Assessor's Parcel Numbers).

- One set of stamped, addressed legal size envelopes (4 1/8" x 9 1/2") of all property owners from the list.
  - Use stamps, **do not use postage meter**
  - Be sure to include Assessor's Parcel Number **above** owner's name
  - Do not put return address on envelopes.
  - Mailing List Affidavit (attached to the Uniform Application)
- 5. Filing fees (see Fee Schedule attached to the Uniform Application)
- 6. Statement of Proposed Operations
  - Provide a written Statement of Proposed Operations, including but not limited to the type of business proposed, the number of employees, proposed hours of operations, total square footage of building, and square footage of the tenant space you propose to occupy, and proposed duration of proposed Commercial Administrative Use Permit.