



DEVELOPMENT SERVICES CENTER – PLANNING DIVISION

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

Filing Requirements for ANNEXATION

PURPOSE

The Annexation process is intended for the review and recommendation of approval to allow land, whether developed or undeveloped, to be incorporated within the City.

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 – If submitting concurrent applications, please contact the Planning Division.
2. Environmental Assessment Form
3. Habitat Plan – All projects that have grading, new foundation component or creating new impervious service (including temporary/stockpile)
 - Coverage Screening Form (all projects)
 - Fees and Conditions Worksheet (if applicable; must complete coverage screening form first)
4. Storm Water Post-Construction Development Standards - Projects with new and replaced impervious surface $\geq 2,500\text{ft}^2$

More information can be found in the Storm Water Management Guidance Manual For Low Impact Development & Post-Construction Requirements (<http://www.morgan-hill.ca.gov/index.aspx?NID=1191>)

Include the following items:

- Storm Water Control Plan Checklist (see manual)
 - Any Certification worksheet documenting Performance Requirements (see manual)
5. **Thirteen (13)** copies of Annexation Map
 - All plans shall be clear, legible and accurately scaled
 - Overall map size = 8 1/2" x 11" unless otherwise approved by Planning Division
 - Use and show adequate margins
 - The following information shall be included on the map:
 - Title Block to read as follows: Exhibit _____, Proposed Annexation to the City of Morgan Hill Entitled _____
 - Include date, scale, and preparer of map
 - Legend and north arrow
 - Location Map
 - City limits, annexation name, and ordinance number
 - When proposing to split lines of assessment, indicate boundaries or original parcel

- Show all bearings, distances, lot numbers and references used in the description including point of beginning.
 - Assessor's parcel numbers
 - Area of annexation in acres
 - All roads with their width adjacent to and within area proposed for annexation
6. **Three (3)** copies of Metes and Bounds Description of the property
 7. **Two (2)** copies of resolutions, maps, legal descriptions, or any other documents referenced in the proposed annexation map or legal description. A legal description of the area proposed to be annexed. Said legal description is to be labeled as follows:
 - Exhibit _____
 - Annexation to the City of Morgan Hill

 - Name of Annexation (street and number designation, to be determined by City
 - Date
 8. **One (1)** cd containing submittal plans in pdf format
 9. Additional plan sets may be required upon request
 10. Public Hearing Noticing Requirements (See Public Hearing Requirement Examples attached to the Uniform Application)
 - Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers)
 - Two sets of stamped, addressed, legal size envelopes (4 1/8" x 9 1/2") of all property owners from the list above
 - Use forever 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 Uniform Application)
 11. Filing Fees (see Fee Schedule attached to Uniform Application)
 12. Vicinity Map