



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
APPEALS**

PURPOSE

The Appeals process is intended to provide a general method of recourse for persons aggrieved or dissatisfied with any action by City staff or advisory body of the City in the administration or enforcement of any provision of the Zoning, Subdivision, Design Review, Sign or other City Ordinance per Sections 18.64.040, 17.20.130-160, 18.74.240, 18.76.400 or elsewhere in the Municipal Code.

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. Notice of Appeal - The notice of appeal shall be in the form of a signed letter to the Secretary of the Planning Commission for administrative actions **or** to the City Clerk for Planning Commission actions, and shall respond to the following questions:
 - What specific action is being appealed?
 - What are the specific grounds for the appeal?
 - What relief or action is sought from the Planning Commission or City Council?

In the event the Notice of Appeal fails to answer the above questions, then the request will be returned to the appellant, with a brief outline of the deficiencies. The appellant shall be allowed five (5) days in which to perfect and re-file the notice of appeal.

3. Public Hearing Noticing Requirements (See Public Hearing Requirement Examples attached to the Uniform Application) -Required if the original application required public noticing – check with the Planning Division if you have any questions.
 - 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)
 - One or two sets of stamped, addressed, legal size envelopes (4 1/8" x 9 1/2") of all property owners from the list above (check with the Planning Division to determine sets of envelopes required)
 - 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)
4. Filing Fee (see Fee Schedule attached to Uniform Application)