



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 DEVELOPMENT AGREEMENT AMENDMENT

PURPOSE

The Development Approval Amendment process is intended to allow for review and modification of plans previously approved through any of the City's discretionary approval process.

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. Letter of Request - The letter of request must specifically indicate why the approved project can not be completed as approved. List the specific sections you are applying to amend, and identify alternate commitments. Include the following information:
 - The specific section(s) of the Development Agreement that you are applying to amend and include the changes you are requesting.
 - Provide specific information indicating why the approved project cannot be completed as approved.
 - Identify alternate commitments you propose as amendments.
3. Additional plan sets may be required upon request
4. Public Hearing Noticing Requirements (See Public Hearing Requirement Examples attached to the Uniform Application)
 - 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)
5. Filing Fee (see Fee Schedule attached to the Uniform Application)