



DEVELOPMENT SERVICES CENTER – PLANNING DIVISION

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**Filing Requirements
for
ZONING AMENDMENT ESTABLISHING OR AMENDING A
PLANNED DEVELOPMENT**

PURPOSE

The purpose of the Planned Development (PD) overlay district is to facilitate and promote coordination of design, access, use intensity, and other features associated with development of mixed use developments, multiple adjacent properties or large single properties; encourage flexibility of site planning when it will enhance the area in which it is proposed; allow construction and reservation of housing units for lower income or senior households, and to regulate the conversion of mobile home parks to resident ownership parks or other uses.

All Zoning Amendment applications are reviewed by the City's Planning Commission and City Council per Chapter 18.30 of 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. 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. Project Plans for **new** construction consist of the following: (for other types of projects, contact the Planning Division)
 - **Six (6)** full size sets of submittal plans
 - **Three (3)** sets of submittal plans reduced to 11" x 17" in size
 - **One (1)** cd containing submittal plans in pdf format
 - Additional plan sets may be required upon request
 - See Plan Specification Handout for details required on plans:
 - Zoning plat
 - Site Plan
 - Landscape Plan
 - Conceptual Grading Plan
 - Illustrative Building Elevations
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5. Legal Description – Provide legal description (metes and bounds) for the area of proposed zoning amendment.
6. 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)
 - Public Notice/Project Identification Sign (refer to Plan Specification Handout for details and requirements)
7. Supplemental written material
 - A statement of planning objectives to be achieved, and a description of the character of the proposed PD development district.
 - A detailed list or table showing all development standard deviations being requested.
 - A development scheme, indicating all phasing of construction
 - A statement of the applicant’s intention with regard to sale or lease, and provisions for maintenance of the common area and features
 - The range of uses to be allowed in the PD, providing sufficient detail to ensure that its purpose may be achieved. A prohibition of certain types of uses and/or a limitation on the number, size of and location of other types of uses may be included.
8. Filing Fees (see Fee Schedule attached to the Uniform Application)