



COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

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**Filing Requirements  
for  
ZONING TEXT AMENDMENT**

**A. PURPOSE**

The Zoning Text Amendment process is intended to allow for modification to the provisions of the zoning ordinance, when the public necessity, convenience and general welfare require such an amendment and providing such an amendment is consistent with the General Plan.

All Zoning Text Amendment applications are reviewed by the City's Planning Commission and City Council per Chapter 18.62 of the Municipal Code.

**B. FILING REQUIREMENTS**

1. Uniform Application
2. **Fifteen (15)** copies of proposed zoning text language (see section C)
3. Filing Fees (see Fee Schedule attached to Uniform Application)
4. Letter of Justification (see section D)

**C. PROPOSED LANGUAGE**

Provide excerpts from existing Zoning Code which identifies the proposed Zoning Text Amendment

- Added text shall be identified by ***bold italics***
- Text to be deleted shall be identified by **~~bold strike through~~**

**D. LETTER OF JUSTIFICATION**

Provide written justification outlining your request for a Zoning Text Amendment. Answer the following questions and provide an explanation of your responses.

1. Cite specific General Plan policies and action statement that support the proposed application.
2. Explain how the proposed Zoning Text Amendment is in conformance with the General Plan.
3. Explain the purpose for the amendment.