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## **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. **Completed Uniform Application:** Complete all sections of the application. If a section of the application is not applicable to your project, please write, "Not applicable," or N/A. Please do not write in the staff-only section of the application.
2. **Planning Entitlement Project Information Sheet:** This application will provide important project information that will help to expedite the application review process. Please complete all sections, providing as much detail as possible regarding the scope of your proposal. If a section of the application is not applicable to your project, please write, "Not applicable," or N/A.
3. **Project Narrative/Letter of Request:** Provide a written description of the project being proposed for development. It must include a description of the project and detailed scope of work for which entitlement/review is being requested and how the project will address any potential negative effects on the community.
4. **Current Title Report:** Maximum 90 days old
5. **Santa Clara Valley Habitat Plan (SCVHP) Application:** Application materials can be found online at: [Santa Clara Valley Habitat Agency website](http://Santa Clara Valley Habitat Agency website).
6. **Additional Filing Requirements:** See Application Filing and Plan Specifications handout and Submittal Matrix.
7. **Zoning application:** Prezoning is a requirement of the annexation.
8. **Application Fees:** Fees to be paid to the City of Morgan Hill at the time of submittal.

9. **Public Hearing Notice:** Fee to be collected