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Filing Requirements for APPEALS

PURPOSE

Chapter 18.112 – Appeals of the Morgan Hill Municipal Code establishes the procedures for the appeal actions and decisions made by the Planning Commission and the Community Development Director. Chapter 18.112 supplements general procedures for appeals to the City Council in Municipal Code Chapter 1.20 (Appellate Procedure).

Appeal subjects and jurisdiction

- A. Community Development Director Decisions. Any decision or interpretation of the Community Development Director may be appealed to the Planning Commission.
- B. Planning Commission Decisions. Any decision of the Planning Commission may be appealed to the City Council.

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. **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. **Digital Submission:** Digital submission of all supporting documents in PDF format, no greater than 300 DPI. This can be submitted via a USB flash drive.
4. **Application Fees:** Fees to be paid to the City of Morgan Hill at the time of submittal.

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