

Filing Requirements for DESIGN REVIEW

PURPOSE

A Design Review Permit is a discretionary action that enables the City to ensure that proposed development exhibits high quality design consistent with the General Plan and any other applicable Specific Plan or area plan adopted by the City Council. The Design Permit process is also intended to ensure that new development and uses are compatible with their surroundings and minimize negative impacts on neighboring properties.

When considering Design Review Permit applications, the City will evaluate applications to ensure that they satisfy the criteria specified in Section 18.108.040.H (Design Review Criteria) of the Morgan Hill Municipal Code, comply with the development standards of the zoning district, conform to policies of the General Plan and any applicable specific plan, and are consistent with any other policies or guidelines the City Council may adopt.

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. Complete project filing details are provided on the Application Filing and Plan Specifications Requirements Handout:

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.](#)

6. **Stormwater Post-Construction Development Standards:** See Application Filing and Plan Specifications handout for details.
7. **Preliminary Drainage Report:** See Application Filing and Plan Specifications handout for details
8. **Additional Filing Requirements:** See Application Filing and Plan Specifications handout and Submittal Matrix.
9. **Application Fees:** Fees to be paid to the City of Morgan Hill at the time of submittal.
10. **Residential Projects only:** Residential Development Design and Development Standards Checklist required.
11. **Public Hearing Notice:** Fee to be collected