

## **Filing Requirements for CONCEPTUAL PLAN REVIEW**

### **PURPOSE**

The Conceptual Plan Review process is intended to allow for the initial review of plans by the Development Services Department prior to submitting formal plans for review pursuant to the Morgan Hill Municipal Code. Comments will be provided relative to the consistency of the plans with the Morgan Hill Municipal Code. Once the review is complete, written comments will be sent to the applicant.

### **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 statement detailing any project concerns and/or questions regarding the proposed project development.
4. **Additional Filing Requirements:** See Application Filing and Plan Specifications handout and Submittal Matrix. This is a Conceptual Plan Review; therefore, the applicant can determine the materials they want to submit for initial review by the City.
5. **Application Fees:** Fees to be paid to the City of Morgan Hill at the time of submittal.