

## Filing Requirements for DEVELOPMENT AGREEMENT AMENDMENT

### **PURPOSE**

The Development Agreement Amendment process is intended to allow for review and modification of previously approved Development Agreements.

### **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. **Filing Requirements and Plan Specifications:** This document provides a list of the required application materials that are required at the time of submittal (if applicable to amendment).
4. **Application Fees:** Fees to be paid to the City of Morgan Hill at the time of submittal.
5. **Letter of Request** - The letter of request must specifically indicate why the approved project cannot be completed as approved. List the specific sections to be amended and identify alternate commitments. Include the following information:
  - The specific section(s) of the Development Agreement that are to be amended and include the proposed changes
  - Provide specific information indicating why the project cannot be completed as approved
  - Identify alternate commitments proposed as amendments
6. **Authority to File Application.** An applicant shall have a legal or equitable interest in the real property which is the subject of the proposed development agreement. The applicant shall submit proof of his or her interest in the real property and/or of the

authority of any agent to act for the applicant. Such proof may include a title report, policy or guarantee, issued by a title company licensed to do business in the state, which demonstrates the required interest of the applicant in the real property.

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