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Filing Requirements for APPROVAL AMENDMENT

PURPOSE

The Approval Amendment process is intended to allow for review and modification of plans previously approved through any of the City's discretionary approval process.

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.
4. **Application Fees:** Fees to be paid to the City of Morgan Hill at the time of submittal.
5. **Letter of Request** - The application shall be accompanied by a letter of request to include:
 - o What amendments are being requested
 - o Why the amendments are being requested
 - o Provide specific information indicating why the project cannot be completed as approved
6. **Public Hearing Notice:** Fee to be collected