

Filing Requirements for PRELIMINARY PLAN REVIEW

PURPOSE

The Preliminary Plan Review process is intended to allow for the schematic review of project proposals by the Development Services Department, Development Review Committee, and or Planning Commission/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. **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. **Additional Filing Requirements:** See Application Filing and Plan Specifications handout and Submittal Matrix.
4. **Project Narrative/Letter of Request:** Provide a written statement detailing any project concerns and/or questions regarding the proposed project development.
5. **Application Fees:** Fees to be paid to the City of Morgan Hill at the time of submittal.
6. **Public Hearing Notice:** Fee to be collected.