



Community Development Agency  
Planning Division  
17575 Peak Avenue  
Morgan Hill, CA 95037-4128  
Phone: (408) 778-6480  
Fax: (408) 779-7236  
[www.morganhill.ca.gov](http://www.morganhill.ca.gov)

## UNIFORM APPLICATION

The City of Morgan Hill Planning Division has designed this application in order to obtain important information about your proposed project 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.

To offset the financial impact of new development or a new business on public infrastructure, new projects may be subject to impact fees. Impact fees are calculated and due at building permit issuance. The City of Morgan Hill's Engineering Land Development Division can create an estimate for your project for a fee (Fee Schedule). Fees are updated twice yearly. Final impact fees may vary from the estimate. For more information, contact Engineering Land Development at 408-778-6480.

## PROJECT SITE INFORMATION

Project Location:

Street Address:

Assessor's Parcel Number(s):

Site Acreage:

Zoning

General Plan

Specific Plan and/or PD Overlay(s)

Project Request: Select all that apply

<input type="checkbox"/> Admin. Development Plan Review	<input type="checkbox"/> Minor Exception
<input type="checkbox"/> Appeal	<input type="checkbox"/> Parcel Map
<input type="checkbox"/> Conceptual Plan Review	<input type="checkbox"/> Preliminary Plan Review
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Public Art
<input type="checkbox"/> Cultural Resource Alteration/Designation	<input type="checkbox"/> Planned Development
<input type="checkbox"/> Design Review	<input type="checkbox"/> Sign Permit, Uniform Sign Program
<input type="checkbox"/> Development Agreement	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Development Approval Amendment	<input type="checkbox"/> Temporary Use Permit
<input type="checkbox"/> Environmental Assessment	<input type="checkbox"/> Urban Service Area Amendment
<input type="checkbox"/> Extension of Time	<input type="checkbox"/> Variance
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Zoning Amendment
 <input type="checkbox"/> Other:	

## OWNER INFORMATION

Contact Name:

Company Name:

Mailing Address:

City:

State:

Zip:

Phone:

Email Address:

CONTINUED ON NEXT PAGE

## STAFF USE ONLY

Date Received:	Received By:	Complete: <input type="checkbox"/> yes <input type="checkbox"/> no	Fees Collected:
File Number(s):			
Related File(s):			
Notes:			

#### APPLICANT INFORMATION

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### ENGINEER/ARCHITECT INFORMATION

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**NOTE: The individual(s) listed above will receive correspondence from the City regarding this application.**

#### Architectural Drawings

In accordance with Government Code Section 65103.5, in addition to architectural drawings, a design professional or the owner of a copyright may submit a site plan or a massing diagram for posting online or for distribution to the public. The City of Morgan Hill requires that such site plan or massing diagram be provided as a separate electronic file. If the design professional or the owner of the copyright elects not to provide a separate electronic file containing a site plan or massing diagram upon submission of architectural diagrams, they will be deemed to have granted permission for the City to share architectural drawings online and for distribution to the public.

**CONTINUED ON NEXT PAGE**

CITY OF MORGAN HILL  
Letter of Agency

If the applicant is not the owner of record of the subject site, a Letter of Agency from the owner or the owner's authorized representative must be submitted which grants the applicant permission to submit an application for the requested entitlement(s).

PROPERTY OWNER INFORMATION

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

Date: \_\_\_\_\_

To: City of Morgan Hill  
Development Services Department  
Planning Division  
17575 Peak Avenue  
Morgan Hill, CA 95037

Development Services Department:

I, the undersigned legal owner of record, hereby grant permission to:

Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

To apply for the following entitlement(s):

For the subject property located at: \_\_\_\_\_  
Address of Owner of Record: \_\_\_\_\_ Phone: \_\_\_\_\_  
Assessor's Parcel Number: \_\_\_\_\_  
Signature of Owner of Record: \_\_\_\_\_  
(must be original signature)

## INDEMNIFICATION AGREEMENT

As part of, and in connection, with this application to the City of Morgan Hill, Applicant agrees to defend, indemnify, and hold harmless the City of Morgan Hill, its officers, agents, employees, officials and representatives (Indemnitees) from and against any and all claims, actions, or proceedings arising from any suit for damages or for equitable or injunctive relief which is filed against City to attack, set aside, void or annul its approval of this application or any related decision, or the adoption of any environmental documents which relates to said approval. The City shall promptly notify the Applicant of any such claim, action or proceeding and the City shall cooperate fully in the defense thereof. In the event that Applicant is required to defend Indemnitees in connection with the proceeding, Indemnitees shall retain the right to approve (a) the counsel to so defend Indemnitees; (b) all significant decisions concerning the manner in which the defense is conducted; and (c) any and all settlements, which approval shall not be unreasonably withheld. This indemnification shall include, but is not limited to, (a) all pre-tender litigation costs incurred on behalf of the City, including City's attorney's fees and all other litigation costs and expenses, including expert witnesses, required to defend against any lawsuit brought as a result of City's approval or approvals; (b) reasonable internal City administrative costs, including but not limited to staff time and expense spent on the litigation, after tender is accepted; and (c) all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision. City may, in its sole discretion, participate in the defense of such action; but such participation shall not relieve Applicant of its obligations under this condition. The undersigned hereby represents that they are the Applicant or are fully empowered by the Applicant as their agent to agree to provide the indemnification, defense and hold harmless obligations, and the signature below represents the unconditional agreement by Applicant to be bound by such conditions.

**AFTER REVIEW AND CONSIDERATION OF ALL OF THE FOREGOING TERMS AND CONDITIONS, APPLICANT, BY ITS SIGNATURE BELOW, HEREBY AGREES TO BE BOUND BY AND TO FULLY AND TIMELY COMPLY WITH ALL OF THE FOREGOING TERMS AND CONDITIONS.**

Applicant (Print):

Date:

Applicant Signature:

## **PROJECT IDENTIFICATION SIGN**

### **A. PROCEDURE**

An on-site project identification sign is required for all projects needing approval from the Planning Commission, City Council, or as determined necessary by the Development Services Director. The applicant shall post the sign within 30 days after the project application is deemed complete or a minimum of 10-days prior to public hearing or pending action on the permit as determined by the Development Services Director. Proof of posting within timeline can be provided by taking a photo of the posted sign and emailing it to the City Planner. The sign must be maintained and remain on the site until 1) construction is completed, or 2) entitlements for non-construction projects have been considered exercised. Sign shall be removed upon project completion.

### **B. SIGN REQUIREMENTS:**

Please consult with the project planner regarding the project identification sign template, size, and location details.

The project identification sign content must contain but is not limited to the following information:

- a) Approval requested by applicant
- b) General description of project/scope of work
- c) Project site identification information such as (address and APN)
- d) Detailed site plan or colored elevation of project

The final version of the notice sign shall be approved by the Planning Division prior to posting to ensure accuracy of information and consistency of design.

I hereby agree to post the subject property with a Project Identification Sign within 30-days following the date the project application has been deemed complete or a minimum of 10-days prior to public hearing or pending action on the permit as determined by the Development Services Director. The sign shall be posted on the subject property in a publicly visible location.

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Applicant Name (Print)

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Applicant's Signature

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Date