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**Filing Requirements
for
ZONING AMENDMENTS**
**(Includes Text Amendments and establishment of Planned Development Combining
Districts)**

PURPOSE

Chapter 18.114 establishes the procedures for amending the zoning code and zoning map. An application for a zoning code amendment shall be filed and reviewed in compliance with [Chapter 18.104](#) (Common Permit Requirements). The application shall include the information and materials required by the development services department, together with all required application fees. For amendments submitted by a resident, property owner, or business owner, it is the responsibility of the applicant to provide evidence in support of the findings required by [Section 18.114.060](#) (Findings for Approval).

The purpose of the Planned Development (PD) combining district is to allow for high quality development that deviates from standards and regulations applicable to base zoning districts in Morgan Hill. The PD combining district is intended to promote creativity in building design, flexibility in permitted land uses, and innovation in development concepts. The PD combining district provides land owners with enhanced flexibility to take advantage of unique site characteristics and develop projects that will provide public benefits for residents, employees, and visitors. The PD combining district may be applied to any property in Morgan Hill with an area of **1 acre or more**.

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 description of the project being proposed for development. It must include a description of the project and detailed scope of work for which entitlement/review is being requested and how the project will address

any potential negative effects on the community.

5. **Current Title Report:** Maximum 90 days old
6. **Santa Clara Valley Habitat Plan (SCVHP) Application:** Application materials can be found online at: [Santa Clara Valley Habitat Agency website.](#)
7. **Additional Filing Requirements:** See Application Filing and Plan Specifications handout and Submittal Matrix.
8. **Application Fees:** Fees to be paid to the City of Morgan Hill at the time of submittal.
9. **Public Hearing Notice:** Fee to be collected.