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Application Filing and Plan Specifications Requirements

FILING REQUIREMENTS (ALL PROJECTS)

All applications, project plans, and supporting material must be submitted electronically in PDF format to planning@morganhill.ca.gov or saved on one (1) cd or USB drive in PDF format

- **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.
 - **Letter of Agency:** The Letter of Agency is a form that a property owner signs to allow a representative to file the Entitlement Application for the owner. If you own the property and are also the applicant, you do not need to fill out the Letter of Agency. The form must be wet signed in non-black ink and must be an original, not a copy or a scanned document.
 - **Indemnification Agreement**
 - **Public Notice Identification Sign Agreement**
- **Application Fees:** Application fees include permit fee, initial environmental assessment fee, Santa Clara Valley Habitat Plan review fee, and public noticing fee (when applicable). Fees are to be paid to the City of Morgan Hill at the time of application submittal.
- **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.
- **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.

ADDITIONAL FILING REQUIREMENTS

The following items may not be required for all projects. Requirements are dependent on the type or complexity of the project application. See the [City of Morgan Hill Planning Submittal Matrix](#) for specific submittal requirements.

- **Current Title Report:** Maximum 90 days old.

- **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.
- **Statement of Proposed Operations:** Provide a written statement outlining the request for a Conditional Use Permit. The statement must give a detailed description of the proposed use and shall include, but not be limited to:
 - Hours and days of operation
 - Number of employees
 - Number of average daily trips generated
 - Type of equipment or processes used
 - Use of hazardous materials
 - Other information which effectively describes the proposed use
- **Santa Clara Valley Habitat Plan (SCVHP) Application(s):** All projects that have grading, new foundation component, or creating new impervious service (including temporary/stockpile). All applications can be found online at the [Santa Clara Valley Habitat Agency website](#).
 - Coverage Screening Form (all projects)
 - Application for Private Development (if applicable)
 - Fees & Conditions Worksheet (if applicable)
 - Fee Calculator Worksheet (if applicable)
- **Stormwater Post-Construction Development Standards:** Projects with new and/or replaced impervious surface $\geq 2,500$ square feet. More information can be found in the Stormwater Management Guidance Manual For Low Impact Development & Post-Construction Requirements (<http://www.morgan-hill.ca.gov/index.aspx?NID=1191>)
 - Include the following items:
 - Completed Stormwater Control Plan Checklist (see Appendix B of the Guidance Manual)
 - Completed Certification worksheet(s) documenting applicable Performance Requirements (see Guidance Manual)
 - For projects proposing infiltration-based stormwater facilities, a copy of the project's Geotechnical Report, if available, that includes soil borings, depth to groundwater and site-specific infiltration tests.
 - For projects that are subject to Performance Requirement Numbers 2, 3 & 4 as described in the Guidance Manual, a Preliminary Stormwater Control Plan exhibit that contain the following:
 - Items 1 thru 4 of the Stormwater Control Plan Checklist from the Guidance Manual
 - Preliminary supporting calculations used to comply with the applicable Performance Requirements
 - Location and identification of existing and proposed stormwater facilities

- Storm drain locations, rims and inverts
 - Preliminary operation and maintenance information
 - If known, the name of the owner of the stormwater facilities and name of responsible party that will conduct operation and maintenance
 - Brief explanation on how the project is meeting the applicable performance requirements
- **Preliminary Drainage Report:** A written report that includes, at a minimum, the following:
- Narrative describing pre- and post-project drainage patterns and conveyance paths. Narrative must describe the existing storm drain system in surrounding public or private streets and proposed project use of, and impact on, those systems.
 - Preliminary hydrology and hydraulic calculations using City standard method. Also include calculations for detention/retention facility sizing.
 - Discussion of project-specific drainage requirements and associated calculations demonstrating project implementation
 - If the project site is located within a 100-year floodplain, add a discussion of project's finish floor elevations and potential for flooding during significant storm events. In addition, indicate flood zone assigned to project area as shown on the effective FEMA Flood Insurance Rate Map (FIRM).

PROJECT PLANS FILING REQUIREMENTS

The following items are plan specifications and required information for all project plans. The type of project plans required are dependent on the type or complexity of the project application. [See the City of Morgan Hill Planning Submittal Matrix for specific submittal requirements.](#)

- **Digital Submission:** Digital submission of plans, elevations, photos, and renderings (color elevations) are required in PDF format, no greater than 300 DPI. This can be submitted via email to planning@morganhill.ca.gov or on a USB flash drive.
- **Site/Development Plan(s) must show:**
- A Vicinity Map, north arrow, the map scale, the site area in square feet, etc.
 - The entire property under consideration, including property lines and adjoining public rights-of-way. For large acreage properties, staff recommends that two (2) site plans be submitted. The first site plan would show the entire property with detail indicating the area proposed for development. The second site plan would focus on the specific areas of the proposed development.
 - Sufficient adjoining areas to enable the evaluation of adjacent impacts. Show location and distance from closest adjacent structures on neighboring properties.
 - The location of streets with street names (indicate whether a public or private street), width of proposed right-of-way dedications, and location and dimension of lot lines.
 - The location, dimension and nature/purpose of all easements.

- Dimensions of the parcel, existing and proposed buildings, parking spaces, and other features, as well as the width of walkways, driveways, planters, etc. Dimensioning is important in that any errors on the plans may be detected more easily and earlier in the City's review process.
- Footprints of all existing and proposed buildings, structures, or signs, drawn to scale showing the proposed location of structures to be constructed, modified, relocated, or demolished. Indicate the type of use and include all dimensions.
- Square footage for all existing and proposed buildings and proposed additions.
- Setbacks of buildings from property lines, other onsite buildings and structures, septic systems, water wells, etc. (dimensioned).
- Location of existing and proposed walls/fences, height, and materials of construction.
- Location of existing and proposed driveways, off street parking and loading facilities. Show parking spaces with dimensions for each type of vehicle (truck, car, motorcycle, bicycle), and either number parking spaces individually or show subtotals for groups of parking spaces. In addition, show a tabulation of the required and proposed parking.
- Location and identification of drainage courses, creeks, etc. and direction of flow.
- Location of onsite water source(s), supply and storage facilities.
- Location of all existing facilities (sewer, water, storm drain, water wells, fire hydrants, transformers, and overhead utility lines located on-site, directly adjacent to the site or within the adjacent right-of-way). Label facilities that are to be removed.
- Location of all proposed facilities
- Typical cross-section of street improvements for both public and private streets
- Location and width of existing and proposed driveways on-site and within 50 feet of the project including those driveways on the opposite side of the street
- Radius of curb returns
- Location of railroads and right-of-way widths
- Location of any existing or proposed transit/bus stops within 100 feet of the project boundaries and across the street from the site
- A graphical description of proposed onsite circulation patterns for both vehicles and pedestrians, and accessible paths of travel, where required. Include vehicle turning templates for fire apparatus, refuse trucks and delivery trucks in parking areas, loading areas and for serving the refuse enclosures.
- Location of proposed trash, recycling, or storage areas.
- Location of proposed electrical vaults/transformers and backflow preventors, if required.
- Date(s) of plans and revisions
- Labeled Dimensions
- Scale ratio and bar scale. Engineer or Architectural scale required, not less than 1/16. Larger scale may be needed to provide clear understanding of the project.
- North arrow pointing to the top of the page or to the right margin of a horizontally formatted sheet.
- Identify all items as: existing (E), new (N), or relocated.
- "Cloud, delta, and date," revisions to any plans previously submitted to or considered by Planning staff. **Please Note:** For those projects that are approved for concurrent building plan review, it is the responsibility of the applicant to advise the Building

Division of any changes to building plans already submitted for Plan Check and to provide revised plan sheets as may be deemed necessary.

- Name, telephone number, and E-mail address of the contact person for architectural, engineering, landscape, and signage if different from the applicant.
- Any approved late submittal of information, revised plans, etc. shall be referenced by the Planning file number to make it easier to include these with the appropriate application file.

○ **Building Elevations must show:**

- The building elevations must show the exterior appearance of all sides of project structures, building modifications, and additions proposed for construction. Elevations must be drawn to scale with an indication of height, construction materials, and colors to be used. The location of existing and proposed signs must also be indicated on elevations. Please note: Renderings that are not true elevations may be included, however they do not replace the requirement for true elevation drawings.
- Provide building elevations for all affected views, and identify them as North, South, East, and West (not front, rear, right side, etc.)
- Identify exterior building features (doors, windows, siding, etc.) as existing (E), new (N), or proposed to be repaired or to be replaced.
- Identify all areas of walls and roof that are proposed to be demolished. Indicate with dashed lines any window or door openings, or any other features that are proposed to be eliminated or modified.
- Indicate the height from grade to the top of plateline, and to the top of the roof, and also depict and/or reference any anticipated roof mounted equipment and equipment screening.
- Roof plans are required. Roof plans should indicate all roof slopes, gutters, and downspout locations. Indicate equipment and other features as well as slope. Identify all areas of the roof proposed for demolition. Where the project proposes additions to existing structures, clearly identify the portions of roof that are existing (E) and proposed to be changed/new (N).
- Proposed sign program (includes freestanding signs) showing approximate location, size, color scheme and construction materials of all onsite signs. This information must be included on the required site plans and building elevations.
- For nonresidential buildings over one (1) story in height or buildings over 50,000 square feet in gross area, provide a visual representation of the night time lighting proposed on all building elevations to give an indication of the effect of security and decorative lighting.

○ **Landscape Plans must show:**

Projects are required to comply with the City's Water Conservation in Landscaping Ordinance Chapter 18.148 of the Morgan Hill Municipal Code and the requirements of Chapter 18.64 (Landscaping) of the Morgan Hill Municipal Code. The more restrictive shall control.

- Site Boundaries: Locate and identify the boundaries of the site.
- Existing Conditions: Locate and identify all underground utilities, property lines, and easements; size and species of existing trees; natural and manmade features;

drainage courses and creeks; and whether proposed for removal, relocation or preservation.

- Existing Structures: Identify structures immediately adjacent to the property.
- New Structures: Identify new structures and improvements proposed as part of the project.
- Existing Landscaping: Identify existing landscaping, trees, and vegetation to be retained specifying plant location, species, and size. Details of existing trees shall also include tree diameter measured forty-eight inches above existing grade and outer limit of tree canopy.
- New Landscaping: New landscaping proposed as part of the development project specifying plant location, species, and size.
- Irrigation Plan: Provide conceptual irrigation plan specifying the location, type, and size of all components of the irrigation system. A detailed irrigation plan will be required with the Building plan check.
- Existing and proposed above-ground utilities and structures relative to the existing and proposed trees/landscaping
- Height of bermed landscaping
- Identification of all proposed Low Impact Development (LID) features/post-construction stormwater facilities consistent with project's Civil Plans

The [Landscape Review Checklist](#) (PDF) is required to verify compliance.

○ **Floor Plans must show:**

- All buildings under consideration. Although it is generally only the exterior of buildings that is subject to review and approval, the floor plans are necessary for a full understanding of the project and the functioning of the interior spaces
- A dimensioned floor plan for each level of the structure. Identification of all exterior features (doors, windows, etc.) as existing, new, to be repaired, or to be replaced
- Identification of all rooms
- Identification of all exterior landings at doors.
- Indicate all walls, windows, doors, and ancillary structures proposed to be demolished

○ **Photometric Plan must show:**

Required for commercial, industrial and multi-family residential projects.

- Luminosity calculations including all proposed exterior lighting including fixtures mounted on the exterior of the building, elements placed along walkways, in vehicular parking and access areas, or elsewhere on the subject site
- Specific lumens (foot/candles level) calculated at property lines should be clearly noted.
- Depiction of the anticipated light levels generated by all exterior lights shall be provided across the subject site and at least ten (10) feet beyond the property lines
- Specifications or cut sheets for each proposed light fixture detailing the fixture design, level of illumination, and hours of illumination shall also be provided – if not directly on the plan, then separately

- **Conceptual Grading Plan (prepared by a licensed civil engineer) must show:**
 - Benchmark used
 - Limits of grading
 - Earthwork quantities
 - Structures, footprints, pad and finish floor elevations for all proposed buildings
 - Existing contours or spot elevations, drainage arrows and grade breaks to indicate drainage patterns.
 - Proposed top of curb grades
 - Cross-sections through all property lines
 - Location, size and type of surface and underground drainage and flood control facilities
 - Location of overland release route(s)
 - Location of all proposed Low Impact Development (LID) features/post-construction stormwater facilities such as retention/detention basins, bioswales, pervious pavement/asphalt, etc. Also provide typical sections for each type of facility.
 - Proposed retaining walls and soundwalls
 - Location of wheelchair ramps
 - Limits of any designated 100-year floodplain, including the regulatory floodway, as established on the effective FEMA Flood Insurance Rate Map (FIRM). Also include all applicable 100-year water surface elevation lines which traverse the project site.

- **Phasing Plan must show:**

If project will be constructed in phases, a phasing plan is required

 - Provide a description of each phase to include the timing, types of land uses (with area size), list of buildings (with square footage), and any other amenities or site information
 - Identify any triggers for development of subsequent phases. Each phase will be considered for functionality in advance of subsequent phases (e.g. traffic circulation and ingress/egress requirements).

- **Color and Material Samples:** Information on proposed color and materials are required for all projects unless the requirement is waived by staff. If actual material samples are provided or requested, those samples will remain with the file as part of the public record. The proposed colors and materials must be specified, rather than simply referenced by, "See Color/Material Board." Samples must be no larger than an 8 ½" x 11" size. Provide brochure or cut sheets for any proposed new doors, windows, hardware, or fixtures.

- **Finish Schedule:** Only required on residential Design Review Permits. To be provided in a table format on plans. A finish schedule for each building or for each elevation of each floor plan offered within a residential subdivision. The finish schedule shall include the following:
 - Details of all materials proposed on the exterior of the structure
 - Dimensions of all trim
 - Window type
 - Siding material, make, name and dimension
 - Door material and type

- All exterior “options” shall be listed and described. Any finishes listed on the schedule as “optional” shall also be called out on the elevations as an option
- **Photographs:** Provide color photographs of the site (including all sides of existing buildings) and surrounding properties (including properties next door and across the street). Minimum photo size is 3” x 5”. Please refer to, “Guidelines for Photographing Project,” for more information.
- **Streetscape Plans:** Streetscape plans are required for all Commission level projects. Staff will let the applicant know if streetscape plans are needed for a Director or Staff level application. Streetscape plans should show how the new project will appear in the context of surrounding buildings, structures, streetscapes and other relevant parts of the setting.

TENTATIVE SUBDIVISION MAP AND PARCEL MAP FILING REQUIREMENTS

Tentative Subdivision Map and Parcel Map submittals shall be consistent with the requirements set forth in the Tentative Map and Final Map Information Checklists and the requirements specified in the Subdivision Map Act.

- Tentative Parcel Maps shall at least contain:
 - Name and address of legal owner, subdivider and the person preparing the map (including registration number);
 - Assessor's parcel number;
 - Date prepared, north arrow, scale and contour interval;
 - Existing and proposed land use;
 - Title;
 - A vicinity map, sufficient to show the relation to the local community;
 - Existing topography of the site and at least one hundred feet from its boundary, including but not limited to:
 - Existing contours at two-foot intervals, if the existing ground slope is less than ten percent and not less than five-foot intervals for existing ground slopes greater than or equal to ten percent. Existing contours shall be represented by screened or dashed lines,
 - Type, circumference and dripline of existing trees as defined by [Chapter 12.32](#) of the Morgan Hill Municipal Code on removal of significant trees on public and private property. Any trees proposed to be removed shall be so indicated,
 - The approximate location and outline of existing structures identified by type. Structures to be removed shall be so marked,
 - The location, width and direction of flow of each watercourse,
 - The location, pavement and right-of-way width and grade and name of existing streets or highways,
 - Location and type of street improvements,
 - The location, size and slope of existing storm drains. The location of existing overhead utility lines on peripheral streets,
 - The location, width and identity of existing easements;
 - Any improvements proposed by the owner shall be shown;

- If the site is to be graded, proposed contours shall be shown or an approved grading plan shall be submitted;
 - The proposed lot layout and lot areas;
 - Proposed easements or rights-of-way;
 - The source and date of existing contours;
 - A preliminary report of title showing the current vested owner;
 - A soils and/or geotechnical/geology report may be required pursuant to Chapter 18.70 of the Morgan Hill Municipal Code;
 - A statement by the engineer or surveyor responsible for the preparation of the map shall state that all monuments are of the character and occupy the positions indicated, or that they will be set in those positions on or before a specified date and that the monuments are, or will be, sufficient to enable the survey to be retraced;
 - The location of each parcel and its relation to surrounding surveys;
 - If the map includes a "designated remainder" parcel and the gross area of the "designated remainder" parcel is five acres or more, that remainder parcel need not be shown on the map and its location need not be indicated as a matter of survey, but only by deed reference to the existing boundaries of the remainder parcel. A parcel designated as "not a part" shall be deemed to be a "designated remainder".
- Tentative Subdivision Maps shall at least contain:
- A title which shall contain the subdivision number, subdivision name and type of subdivision;
 - Name and address of legal owner, subdivider and person preparing the map (including registration number);
 - Sufficient legal description to define the boundary of the proposed subdivision;
 - Date, north arrow, scale and contour interval;
 - Existing and proposed land use;
 - A vicinity map showing roads, adjoining subdivisions, creeks, railroads and other data sufficient to locate the proposed subdivision and show its relation to the community;
 - Existing topography of the proposed site and at least one hundred feet beyond its boundary, including but not limited to:
 - Existing contours at two-foot intervals if the existing ground slope is less than ten percent and at not less than five-foot intervals for existing ground slopes equal to or greater than ten percent. Contour intervals shall not be spread more than one hundred fifty feet apart. Existing contours shall be represented by dashed lines or by screened lines,
 - Type, circumference and dripline of existing trees as defined by [Chapter 12.32](#) of the Morgan Hill Municipal Code on removal of significant trees on public and private property. Any trees proposed to be removed shall be so indicated,
 - The approximate location and outline of existing structures identified by type. Buildings to be removed shall be so marked,

- The approximate location of all areas subject to inundation or stormwater overflow and the location, width and direction of flow of each watercourse,
- The location, pavement and right-of-way width, grade and name of existing streets or highways,
- The widths, location and identity of all existing easements,
- The location and size of existing sanitary sewers, water mains and storm drains. The approximate slope of existing sewers and storm drains shall be indicated. The location of existing overhead utility lines on peripheral streets,
- The approximate location of the sixty, sixty-five and seventy CNEL (community noise equivalent level) contours, if any;
- Proposed improvements to be shown shall include but not be limited to:
 - The location, grade, centerline radius and arc length of curves, pavement and right-of-way width and name of all streets. Typical sections of all streets shall be shown,
 - The location and radius of all curb returns and cul-de-sacs,
 - The location, width and purpose of all easements,
 - The angle of intersecting streets if such angle deviates from a right angle by more than four degrees,
 - The approximate lot layout and the approximate dimensions of each lot and of each building site. Engineering data shall show the approximate finished grading on each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale and the number of each lot,
 - Proposed contours at two-foot intervals shall be shown if the existing ground slope is less than ten percent and not at less than five-foot intervals for existing ground slopes greater than or equal to ten percent. A separate grading plan may be submitted,
 - Proposed recreation sites, trails and parks for private or public use,
 - Proposed common areas and areas to be dedicated to public open space,
 - The location and size of sanitary sewers, water mains and storm drains. Proposed slopes and approximate elevations of sanitary sewers and storm drains shall be indicated;
- The name or names of any geologist or soils engineer whose services were required in the preparation of the design of the tentative map;
- The source and date of existing contours;
- All lettering size shall be one-eighth-inch minimum;
- Certificates for execution by the secretary of the planning commission indicating the approval of the tentative map and the date thereof by the planning commission, and a certificate by the city clerk indicating the approval by the city council if the map was reviewed by the city council;
- If the subdivider plans to develop the site as shown on the tentative map in units, then he shall show the proposed units and their proposed sequence of construction on the tentative map

BOUNDARY AND LAND AMENDMENT REQUIREMENTS

The following plan specifications are required when you are submitting a request for one of the below applications. See the [City of Morgan Hill Planning Submittal Matrix](#) for specific submittal requirements.

○ **Annexation Map:**

Map of proposed annexation area coinciding with the legal description and including bearings and dimensions (metes and bounds)

- All plans shall be clear, legible and accurately scaled
- Overall map size = 8 1/2" x 11" unless otherwise approved by Planning Division
- Use and show adequate margins
- The following information shall be included on the map:
 - Title Block to read as follows: Exhibit _____, Proposed Annexation to the City of Morgan Hill Entitled _____
 - Include date, scale, and preparer of map
 - Legend and north arrow
 - Location Map
 - City limits, annexation name, and ordinance number
 - When proposing to split lines of assessment, indicate boundaries or original parcel
 - Show all bearings, distances, lot numbers and references used in the description including point of beginning.
 - Assessor's parcel numbers
 - Area of annexation in acres
 - All roads with their width adjacent to and within area proposed for annexation

○ **Out of Agency Contract for Services Map Requirements:**

- All plans shall be clear, legible and accurately scaled
- Overall map size = 8 1/2" x 11" unless otherwise approved by Planning Division
- Use and show adequate margins
- The following information shall be included on the map:
 - Title Block to read as follows: Proposed (sewer/water) service extension from the City of Morgan Hill
 - Include date, scale, and preparer of map
 - Legend and north arrow
 - Location Map
 - Urban Service Area Limits and City Limits
 - Indicate boundaries of parcel(s) receiving service
 - When proposing to split lines of assessment, indicate boundaries or original parcel
 - Show all bearings, distances, lot numbers and references used in the description including point of beginning.
 - Assessor's parcel numbers
 - Area of annexation in acres
 - All roads with their width adjacent to and within area proposed for annexation

- **Meets and Bounds legal description:**
 - Annexations: Include bearing and dimensions (metes and bounds) of the proposed annexation area, streets and other rights-of-way, and acreage of total annexation area.
 - Out of Agency Contract for Services: Include bearing and dimensions (metes and bounds) of the proposed service extension area, streets and other rights-of-way, and acreage of total area.

- **General Plan Land Use Map Exhibit** (for map amendments):
 - 8 1/2" x 11" map with existing land use designation, assessor's parcel number identified, and site acreage identified.
 - 8 1/2" x 11" map with the area to be changed highlighted, acreage of proposed changed area, and the proposed land use change clearly labeled.

- **General Plan Text Amendment Exhibit** (for text amendments): Provide a detailed exhibit with the existing General Plan words to be deleted lined through and words to be added underlined indicating proposed new text.

- **Zoning Map Exhibit** (for map amendments):
 - 8 1/2" x 11" map with existing land use designation, assessor's parcel number identified, and site acreage identified.
 - 8 1/2" x 11" map with the area to be changed highlighted, acreage of proposed changed area, and the proposed zoning change clearly labeled.

- **Zoning Text Amendment Exhibit** (for text amendments): Provide a detailed exhibit with the existing Municipal Code section(s) and words to be deleted lined through and words to be added underlined indicating proposed new text.