



DEVELOPMENT SERVICES CENTER - PLANNING DIVISION

17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236
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**Filing Requirements
for
CULTURAL RESOURCES DESIGNATION**

PURPOSE

The Cultural Resources designation process is intended to allow the consideration and approval of a site, structure, or district as a Cultural Resource by the City's Planning Commission. The process shall proceed pursuant to Section 2.36.040 and Chapter 18.75 of the Municipal Code.

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. Uniform Application
2. **Four (4)** sets of full size submittal plans
3. **Three (3)** sets of submittal plans reduced to 11" x 17" in size
4. **One (1)** cd containing submittal plans in pdf format
5. Additional plans sets may be required upon request
6. Vicinity Map - The Vicinity Map shall be drawn to scale and provide accurate information concerning street and lot patterns in the area of the subject property.
7. Pictures of all four sides of structure or all areas of site depending upon request
8. Letter of Justification - Provide detailed written justification outlining the request for a Cultural Resources Designation. Give a detailed explanation of the criteria that support the request. See Section 18.75.070 of the Municipal Code for further details.
9. Public Hearing Noticing Requirements (See Public Hearing Requirement Examples attached to the Uniform Application)
 - Typed list of all property owners within 300' of the perimeter of the proposed project site pursuant to most recent equalized assessment rolls (including Assessor's Parcel Numbers)
 - One set of stamped, addressed, legal size envelopes (4 1/8" x 9 1/2") of all property owners from the list above
 - Use forever stamps, **do not use postage meter**
 - Be sure to include Assessor's Parcel Number **above** owner's name
 - Do not put return address on envelopes
 - Mailing List Affidavit (attached to Uniform Application)
10. Filing Fee (see Fee Schedule attached to the Uniform Application)