



DEVELOPMENT SERVICES CENTER – PLANNING DIVISION

17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236
Website Address: www.morgan-hill.ca.gov

Filing Requirements for GENERAL PLAN AMENDMENT

PURPOSE

The General Plan Amendment process is intended to allow for the change of the land use designation of a property, or group of properties, or allow for modification of the provisions of the General Plan Policy Document. Such amendments shall be “in the public interest” (Government Code Section 65356.1) and must be internally consistent with other sections contained within the General Plan.

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 - If submitting concurrent applications, contact the Planning Division.
2. Environmental Assessment Form
3. Habitat Plan - All projects that have grading, new foundation component or creating new impervious service (including temporary/stockpile)
 - Coverage Screening Form (all projects)
 - Fees and Conditions Worksheet (if applicable; must complete coverage screening form first)
4. Project Plans for **new** construction consist of the following: (for other types of projects, contact the Planning Division)
 - **Three (3)** full size sets of submittal plans of General Plan Map
 - **Three (3)** sets of submittal plans reduced to 11" x 17" in size
 - **One (1)** cd containing submittal plans in pdf format
 - Additional plan sets may be required upon request
 - See Plan Specification Handout for details required on plans:
 - Overall map size: Minimum 8 1/2" x 11", Required scale 1" = 500'
 - All plans shall be clear, legible and accurately scaled
 - Title Block to read as follows:
 - Exhibit___, Proposed General Amendment to the City of Morgan Hill
 - Entitled _____.
 - Legend and North arrow
 - Location Map
 - Assessor's Parcel Numbers
 - Area proposed for General Plan Amendment
 - Existing and proposed General Plan designations
 - Conceptual Grading Plan
 - Illustrative Building Elevations

5. 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)
 - Two sets 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)
 - Public Notice/Project Identification Sign (refer to Plan Specification Handout for details and requirements)
6. Statement of Justification
 - Provide written justification outlining your request for a General Plan Amendment. This letter must answer the following questions, and provide a detailed explanation of your responses.
 - Explain how the proposed amendment represents the best plan use for the property
 - Why is the proposed amendment the best interest of the community?
 - Is there currently a public need for this amendment?
7. Filing Fees (see Fee Schedule attached to the Uniform Application)