



DEVELOPMENT SERVICES CENTER – PLANNING DIVISION

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Filing Requirements for PRELIMINARY PLAN REVIEW

PURPOSE

The Preliminary Plan Review process is intended to allow for the schematic review of plans for Architectural and Site Review by the Community Development Department and Development Review Committee. Once the review is complete, written comments will be sent to the applicant.

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. 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)
3. Project Plans for **new** construction consist of the following: (for other types of projects, contact the Planning Division)
 - **Five (5)** full size sets of submittal plans
 - **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:
 - Site Plan
 - Landscape Plan
 - Conceptual Grading Plan
 - Illustrative Building Elevations
4. Filing Fee (see Fee Schedule attached to Uniform Application)
5. Letter stating specific concerns and questions for the project and plans