



Community Development Agency
 Planning Division
 17575 Peak Avenue
 Morgan Hill, CA 95037-4128
 Phone: (408) 778-6480
 Fax: (408) 779-7236
www.morganhill.ca.gov

UNIFORM APPLICATION

The City of Morgan Hill Planning Division has designed this application in order to obtain important information about your proposed project 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.

To offset the financial impact of new development or a new business on public infrastructure, new projects may be subject to impact fees. Impact fees are calculated and due at building permit issuance. The [Morgan Hill Business Portal](#) (html) offers a free Development Impact Fee Estimate calculation. Alternatively, the City of Morgan Hill's Engineering Land Development Division can create an estimate for your project for a \$350 fee. Fees are updated twice yearly. Final impact fees may vary from the estimate. For more information, contact Engineering Land Development at 408-778-6480.

PROJECT SITE INFORMATION

Project Location: _____

Street Address: _____

Assessor's Parcel Number(s): _____

Site Acreage: _____

Zoning: _____

General Plan: _____

Specific Plan and/or PD Overlay(s): _____

Project Request: Select all that apply

- | | |
|---|--|
| <input type="checkbox"/> Admin. Development Plan Review | <input type="checkbox"/> General Plan Amendment |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Minor Exception |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Parcel Map |
| <input type="checkbox"/> Conceptual Plan Review | <input type="checkbox"/> Preliminary Plan Review |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Planned Development |
| <input type="checkbox"/> Cultural Resource Alteration/Designation | <input type="checkbox"/> Sign Permit, Uniform Sign Program |
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Development Approval Amendment | <input type="checkbox"/> Urban Service Area Amendment |
| <input type="checkbox"/> Environmental Assessment | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Extension of Time | <input type="checkbox"/> Zoning Amendment |
|
 | |
| <input type="checkbox"/> Other: _____ | |

OWNER INFORMATION

Contact Name: _____

Company Name: _____

Mailing Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Email Address: _____

CONTINUED ON NEXT PAGE

STAFF USE ONLY

Date Received:	Received By:	Complete: <input type="checkbox"/> yes <input type="checkbox"/> no	Fees Collected:
File Number(s):			
Related File(s):			
Notes:			

APPLICANT INFORMATION

Contact Name: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email Address: _____

ENGINEER/ARCHITECT INFORMATION

Contact Name: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email Address: _____

NOTE: The individual(s) listed above will receive correspondence from the City regarding this application.

CITY OF MORGAN HILL
Letter of Agency

If the applicant is not the owner of record of the subject site, a Letter of Agency from the owner or the owner's authorized representative must be submitted which grants the applicant permission to submit an application for the requested entitlement(s).

PROPERTY OWNER INFORMATION

Property Owner Name: _____ Phone: () - _____
Address: _____ City: _____ Zip: _____
Email: _____

Date: _____

To: City of Morgan Hill
Development Services Department
Planning Division
17575 Peak Avenue
Morgan Hill, CA 95037

Development Services Department:

I, the undersigned legal owner of record, hereby grant permission to: _____

Applicant: _____ Phone Number: () - _____
Address: _____ City: _____ Zip: _____

To apply for the following entitlement(s): _____

For the subject property located at: _____

Address of Owner of Record: _____ Phone: () - _____
Assessor's Parcel Number: _____

Signature of Owner of Record: _____
(must be original signature)

INDEMNIFICATION AGREEMENT

As part of, and in connection, with this application to the City of Morgan Hill, Applicant agrees to defend, indemnify, and hold harmless the City of Morgan Hill, its officers, agents, employees, officials and representatives (Indemnitees) from and against any and all claims, actions, or proceedings arising from any suit for damages or for equitable or injunctive relief which is filed against City to attack, set aside, void or annul its approval of this application or any related decision, or the adoption of any environmental documents which relates to said approval. The City shall promptly notify the Applicant of any such claim, action or proceeding and the City shall cooperate fully in the defense thereof. In the event that Applicant is required to defend Indemnitees in connection with the proceeding, Indemnitees shall retain the right to approve (a) the counsel to so defend Indemnitees; (b) all significant decisions concerning the manner in which the defense is conducted; and (c) any and all settlements, which approval shall not be unreasonably withheld. This indemnification shall include, but is not limited to, (a) all pre-tender litigation costs incurred on behalf of the City, including City's attorney's fees and all other litigation costs and expenses, including expert witnesses, required to defend against any lawsuit brought as a result of City's approval or approvals; (b) reasonable internal City administrative costs, including but not limited to staff time and expense spent on the litigation, after tender is accepted; and (c) all damages, costs, expenses, attorney fees or expert witness fees that may be awarded to the prevailing party arising out of or in connection with the approval of the application or related decision. City may, in its sole discretion, participate in the defense of such action; but such participation shall not relieve Applicant of its obligations under this condition. The undersigned hereby represents that they are the Applicant or are fully empowered by the Applicant as their agent to agree to provide the indemnification, defense and hold harmless obligations, and the signature below represents the unconditional agreement by Applicant to be bound by such conditions.

AFTER REVIEW AND CONSIDERATION OF ALL OF THE FOREGOING TERMS AND CONDITIONS, APPLICANT, BY ITS SIGNATURE BELOW, HEREBY AGREES TO BE BOUND BY AND TO FULLY AND TIMELY COMPLY WITH ALL OF THE FOREGOING TERMS AND CONDITIONS.

Applicant (Print): _____ Date: _____

Applicant Signature: _____

PUBLIC NOTICE/PROJECT IDENTIFICATION SIGN

A. PROCEDURE

A public notice project identification sign shall be posted by the applicant a minimum of 10-days prior to the date of the public hearing or project approval by the Development Services Department. If the notice sign is not posted on the project site before end of business on the posting deadline, the project's public hearing or approval date will be rescheduled until the sign is posted for the minimum 10-day period. The posted notice shall be maintained and remain on the project site until after the City renders a decision on the project. The hearing notice shall be removed from the project site within seven days after the City has rendered a final decision on the project, although the portion of the sign which does not mentioned the hearing may remain to identify the project.

B. SIGN REQUIREMENTS:

There are two sizes of public notice signs:

- 2' x 3' with a maximum overall height of 8' for "minor" projects. Minor projects consist of Minor Subdivisions of four or fewer parcels and Conditional Use Permits or Design Reviews which do not involve the establishment of new buildings on vacant sites.
- 4' x 8' with a maximum overall height of 8' for "major" projects. Major projects include Subdivision of five or more parcels, Conditional Use Permits or Design Reviews which involve the establishment of new buildings on vacant sites.

The notice sign content must contain but is not limited to the following information:

- a) Approval requested by applicant
- b) General description of project/scope of work
- c) Project site identification information such as (address and APN)
- d) Detailed site plan or colored elevation of project

The final version of the notice sign shall be approved by the Planning Division prior to posting to ensure accuracy of information and consistency of design.

I hereby agree to post the subject property with a Public Notice/Project Identification Sign at least ten days prior to the public hearing or final action date. The sign shall be posted on the subject property in a visible location at least five feet behind the property line.

Applicant Name (Print)

Applicant's Signature

Date