



COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

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**Filing Requirements
for
URBAN SERVICE AREA ADJUSTMENT**

A. PURPOSE

The Urban Service Area Adjustment process is intended to allow land, whether developed or undeveloped, incorporated or unincorporated, to be placed within the City’s urban service area. Residential lands may be included in the urban service area provided that the property subject to the proposed expansion meets the definition of “Desirable Infill” or is needed to support five years worth of residential growth.

B. FILING REQUIREMENTS

1. Initial Submittal
 - a. Uniform Application
 - b. **Twelve (12)** copies of Urban Service Area map (see section C)
 - c. Legal Description of the property
 - d. Environmental Assessment
 - e. Public Hearing Noticing Requirements (see section D)
 - f. Statement of Compliance with definition of Desirable Infill (see section E)
 - g. Filing Fees (see Fee Schedule attached to Uniform Application)
2. Final Submittal
 - a. **Fifteen (15)** additional copies of Urban Service Area Map

C. SUBMITTAL PLANS

1. Urban Service Area Map
 - a. All plans shall be clear, legible and accurately scaled
 - b. Size: Overall map size = 8 1/2” x 11” unless otherwise approved by Planning Division
 - c. Use and show adequate margins
 - d. The following information shall be included on the map:
 - Title Block to read as follows: Exhibit _____, Proposed Urban Service Area Adjustment to the City of Morgan Hill Entitled _____
 - Include date, scale, and preparer of map
 - Legend and north arrow
 - Location Map
 - Existing Urban Service Boundary
 - Assessor’s Parcel Numbers
 - Area of proposed adjustment in acres

D. PUBLIC HEARING NOTICING REQUIREMENTS

1. 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)
2. Two sets of stamped, addressed, legal size envelopes (4 1/8" x 9 1/2") of all property owners from the list above
 - Use 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
3. Mailing List Affidavit (attached to Uniform Application)

See Public Hearing Requirement Examples attached to the Uniform Application

E. DESIRABLE INFILL INFORMATION

In order to assess the properties' conformity to the criteria contained within the Desirable Infill Definition as adopted by the City Council (see attached policy), the following information will be necessary:

1. Physical Criteria
 - a. Complete or partial properties may be included. Partial properties may only be included subject to the following standards:
 - The portions of the properties not proposed for inclusion within the USA must be annexed at the same time as the portions proposed for inclusion; and
 - The portions of the properties not proposed for inclusion within the USA must be planned for open space or greenbelt use and owned by a public agency or, if not owned by a public agency, protected by a conservation easement for the benefit of the public.
 - b. Is the total acreage of each parcel within this application 20 acres or less?
 - c. Does the area to be considered meet the following adjacency definition?
 - The land to be included shall be within the City's Urban Limit Line and abutted at least 50% on each of two sides by property within either the city limits or the urban service area; or is abutted at least 50% on one side by property within the urban service area and has two other sides within 1320 ft. of the urban service area (as determined by perpendicular lines drawn from the two other sides to the urban service area boundary lines.). A parcel which does not touch property within the subject boundaries but is on the opposite side of the street from property within the subject boundaries will be considered to abut property within those boundaries.

2. City Service Criteria
 - a. Indicate the location, size and distance to the nearest water line available to serve the property (map available at Public Works Department for reference).
 - b. Indicate the location, size and distance to the nearest sewer line available to serve the property (map available at Public Works Department for reference).
 - c. Indicate the location, size and distance to the nearest storm drain line available to serve the property (maps available at Public Works Department for reference).
 - d. Distance to nearest fire station?
 - e. Distance to the police station?
 - f. Is curb and sidewalk available on the street providing access to the property?

3. Beneficial Criteria
 - a. Will the development of the parcel(s) provide for the gridding of the existing water system?
 - b. Will the development of the parcel(s) provide for the elimination of an existing dead end street(s) or the improvements of an existing substandard street which has been identified as creating a potentially hazardous situation or provision of a new street which substantially improves circulation in an area?
 - c. Will the development of the parcel(s) provide for the installation or improvement of a sewer line(s) where the existing line or service levels are determined to be substandard?
 - d. Will the development of the parcel(s) provide for the installation or improvement of storm drainage facilities where the existing facilities or service levels are determined to be substandard?
 - e. Will the development of the parcel(s) provide for the establishment of water tanks or lift stations in areas where determined necessary by the City?
 - f. Will the development of the parcel(s) allow for the establishment of a public facility? (A parcel must be identified as a location for the establishment of a public facility (park, school, public buildings) to be owned or operated by the City, School District, Water District or any other public agency.

F. COMMERCIALLY AND INDUSTRIALLY PLANNED PROPERTIES

To encourage economic development, the City may approve expansions of the Urban Service Boundary which include properties which are contiguous to the Urban Service Boundary and are designated in the Land Use Element of the Morgan Hill General Plan for commercial or industrial use. Properties so added to the Urban Service Area shall not be eligible for conversion to residential use except as provided by Section 18.62.070 of the Morgan Hill Municipal Code.

G. PUBLIC AND QUASI-PUBLIC LAND USES

To allow for establishment of needed public and quasi-public uses and facilities, the City may approve expansions of the Urban Service Boundary to include properties which are contiguous on at least a portion of one side to the Urban Service Boundary and are designated in the Land Use Element of the Morgan Hill General Plan for Public Facilities or Public/Quasi-Public Use. Properties so added to the Urban Service Area shall not be eligible for conversion to residential use for a period of two years from the date that the property is added to the Urban Service Area and officially annexed to the City of Morgan Hill.