



## DEVELOPMENT SERVICES CENTER – PLANNING DIVISION

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### Filing Requirements for VARIANCE

#### **PURPOSE**

The Variance process is intended to allow variation from the strict application of the physical standards of the Zoning Ordinance. Variances can only be approved where by reason of exceptional topographic conditions or other extraordinary situation or condition, the literal enforcement of the requirements of the Zoning Ordinance would impose difficulties or undue hardship on the owner of the property or use of it. All variance applications shall be reviewed by the City's Planning Commission per section 18.60 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. **Six (6)** full size sets of submittal plans (See Plan Specification Handout for details required on plans)
  - Site Plan
3. **Three (3)** sets of submittal plans at a reduced size of 11" x 17"
4. **One (1)** cd containing submittal plans in pdf format
5. Additional plan sets may be required upon request
6. 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)
  - Letter of Justification - Provide written justification outlining the request for a Variance. This letter must answer the following questions. Please note, a one sentence answer is not acceptable, please explain in detail.
    - Describe in detail the special circumstances applicable to your property such as size, shape, topography, location, or surroundings, which cause the strict application of the Zoning Ordinance to deprive you of privileges normally enjoyed by the others in

identical zoning districts.

- Explain how the approval of this variance will not constitute a granting of special privilege not shared by others in identical zoning districts.
- Is your request of a variance based on a condition or situation that is of so general or recurring a nature, that it is reasonable to amend or adopt standards to eliminate the need for a variance?

7. Vicinity Map
8. Current Title Report (maximum 6 months old)
9. Filing Fees (see Fee Schedule attached to the Uniform Application)