



DEVELOPMENT SERVICES CENTER – PLANNING DIVISION

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**Filing Requirements
for
ZONING CLASSIFICATION AMENDMENT**

PURPOSE

The Zoning Classification Amendment process is intended to allow for change of a zoning classification of a property, or group of properties when the public necessity, convenience and general welfare require such an amendment and providing such an amendment is consistent with the General Plan.

All Zoning Classification Amendment applications are reviewed by the City's Planning Commission and City Council per Chapter 18.62 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 – If submitting concurrent applications, please contact the Planning Division.
2. Environmental Assessment Form
3. Habitat Plan
 - 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)
 - **Fifteen (15)** copies of Zoning Plat (See Plan Specification Handout for details required on plans:
 - Size: 8.5" x 11" (labeled Exhibit ____)
 - Title block to read as follows:
 - Map Showing Rezoning Lands of _____
 - Being a part of Ordinance No. _____, New Series
 - Date, scale and preparer of plat
 - Legend and north arrow
 - Existing and proposed zoning boundary lines
 - All bearings, distances, lot numbers, and references used in the description including point of beginning
 - Assessor's Parcel Number
 - All roads and width of roads
 - All plans shall be clear, legible and accurately scaled

- **One (1)** cd containing submittal plans in pdf format
 - Additional plan sets may be required upon request
5. Legal Description - Provide legal description (metes and bounds) for the area of the proposed zoning amendment
 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)
 - 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)
 7. Letter of Justification
 - Provide written justification outlining your request for a Zoning Classification Amendment. Answer the following questions and provide an explanation of your responses.
 - Cite specific General Plan policies and action statements that support the proposed application.
 - Explain how the proposed Zoning Classification Amendment is in conformance with the General Plan.
 - Explain the purpose for the amendment.
 8. Filing Fees (see Fee Schedule attached to the Uniform Application)