



File No.	_____
Related Files	_____

**CITY OF MORGAN HILL
DEVELOPMENT SERVICES CENTER – PLANNING DIVISION**

17575 Peak Avenue Morgan Hill CA 95037 (408) 778-6480 Fax (408) 779-7236
Website Address: www.morgan-hill.ca.gov

UNIFORM APPLICATION

GENERAL INFORMATION

1. Applicant's Name _____ Ph # _____ Fax # _____
 Address _____ City _____ Zip _____ Email _____

2. Owner's Name _____ Ph # _____ Fax # _____
 Address _____ City _____ Zip _____ E-mail _____

3. Engineer/Architect _____ Ph # _____ Fax # _____
 Address _____ City _____ Zip _____ E-mail _____

4. Contact Person _____ Ph# _____ Fax # _____
 Address _____ City _____ Zip _____ E-mail _____

PROJECT DESCRIPTION _____

NOTE: The individual(s) listed under 1, 2 and/or 3 will receive correspondence from the City regarding this application. If the contact person is different than those listed under 1, 2, and/or 3, please indicate the mailing address of the contact person and the City of Morgan Hill will also furnish that individual with information regarding this application.

REVIEW REQUESTED

- | | |
|--|--|
| <input type="checkbox"/> Admin. Develop. Plan Review | <input type="checkbox"/> Minor Exception |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Parcel Map |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Preliminary Plan Review |
| <input type="checkbox"/> Architectural and Site Review | <input type="checkbox"/> Residential Livestock Permit |
| <input type="checkbox"/> Conceptual Plan Review | <input type="checkbox"/> RDCS (Measure C) |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> RPD's, PUD's |
| <input type="checkbox"/> Covenants, Codes & Restrictions | <input type="checkbox"/> Sign Permit, Uniform Sign Program |
| <input type="checkbox"/> Cultural Resource Designation/Alteration | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Development Approval Amendment | <input type="checkbox"/> Transfer Development Credit |
| <input type="checkbox"/> Environmental Assessment | <input type="checkbox"/> Urban Service Area Amendment |
| <input type="checkbox"/> Extension of Time, ELBA* | <input type="checkbox"/> Variance |
| *Must be submitted a minimum of
45 days prior to expiration | <input type="checkbox"/> Williamson Act Cancellation |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Zoning Amendment |
| | Other _____ |

FOR STAFF USE ONLY

Date received _____ Received by _____ Environmental Assessment _____ Fees Collected _____
 Complete _____ Notes _____

PROJECT INFORMATION

Project Location _____

Street Address _____

Assessor's Parcel Number _____ Site Acreage _____

Zoning _____ General Plan _____

Project Name _____

Commercial Square Footage _____ Office Square Footage _____

Industrial Square Footage _____

Single Family Residence Square Footage _____

Number of Single Family Units _____

Number of Condominium/Townhouse Units _____

Number of Apartment Units _____

Number of Lots _____

Number of below Market Rate Homes _____

PUBLIC NOTICE/PROJECT IDENTIFICATION SIGN

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, as required by Section 18.02.085 of the Morgan Hill Municipal Code. The sign shall be posted on the subject property in a visible location at least five feet behind the property line. (PLEASE NOTE: This requirement only applies to the following applications: Architectural and Site Review, Parcel Map, Tentative Map and Use Permits)

Applicant's Signature

Date

OWNER CERTIFICATION

I certify that I am presently the legal owner of the above described property. I acknowledge the filing of this application and certify that all of the above information is true and accurate. I have consulted the State List on file at City Hall and acknowledge that the project site is ____ included, is not ____ included on the Hazardous Waste and Substances list (please check appropriate box).

NOTICE: Subsequent amendments to laws and regulations may affect your project. You may request notice of proposals to adopt or amend the City's General Plan, any specific plans, the Zoning Ordinance, and Ordinances affecting building permits or grading permits.

AGENT of the owner must attach a letter of authorization from the legal owner.

Signature _____

Date _____

Print Name _____

Application No. _____

MAILING LIST AFFIDAVIT

The attached is a typed list of all property owners within 300 feet of the perimeter of the proposed project site pursuant to the most recent equalized assessment rolls (including Assessor's Parcel Numbers).

Signature

Date

**PROPERTY OWNER LIST NOTIFICATION EXAMPLE
(MAILING LIST SAMPLES)**

Mailing List Requirements:

1. Typed list of all **property owners** within 300 ft. 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
3. Use "Forever" stamps, **do not use metered postage**
4. Be sure to include Assessor's Parcel Number **above** owner's name
5. Do not put return address on envelopes

**Typed List of Property Owners Sample
(Use Avery Label #5160 template)**

Mailing List Affidavit Sample



APN # Property Owner Mailing Address City, State, ZC	APN# Property Owner Mailing Address City, State, ZC	APN # Property Owner Mailing Address City, State, ZC
APN # Property Owner Mailing Address City, State, ZC	APN# Property Owner Mailing Address City, State, ZC	APN # Property Owner Mailing Address City, State, ZC
APN # Property Owner Mailing Address City, State, ZC	APN# Property Owner Mailing Address City, State, ZC	APN # Property Owner Mailing Address City, State, ZC
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APN # Property Owner Mailing Address City, State, ZC	APN# Property Owner Mailing Address City, State, ZC	APN # Property Owner Mailing Address City, State, ZC
APN # Property Owner Mailing Address City, State, ZC	APN# Property Owner Mailing Address City, State, ZC	APN # Property Owner Mailing Address City, State, ZC

Mailing List Affidavit (attached to Uniform Application)

Application No. _____

MAILING LIST AFFIDAVIT

The attached is a typed list of all property owners within 300 feet of the perimeter of the proposed project site pursuant to the most recent equalized assessment rolls (including Assessor's Parcel Numbers).

Signature

Date

Envelope Example (use 9 1/2" x 4 1/4" envelopes)

Do not use return address

Do not use metered postage

<div data-bbox="1112 1423 1227 1522" data-label="Image"> </div>
<p>XXX-XX-XXX (APN#) Property Owner Name Mailing Address City, State Zip Code</p>

PLEASE PROVIDE A COPY OF THIS PAGE TO THE PERSON/AGENCY RESPONSIBLE FOR PREPARING THE MAILING LIST.

**NOTICE OF POSTING
PER SECTION 18.02.085 OF THE
MORGAN HILL MUNICIPAL CODE**

A. PROCEDURE

This Notice of Posting shall be posted on the Public Notice Project Identification Sign for a minimum of 10 days prior to the date of the public hearing or project approval by the Community Development Department. 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. PROJECT IDENTIFICATION

DESCRIPTION OF THE PROJECT:

HEARING DATE:

FILE NUMBER OF THE PROJECT:

APPLICANT'S NAME:

CONTACT PHONE NUMBER FOR ADDITIONAL INFORMATION:

NOTICE OF POSTING AFFIDAVIT

I hereby acknowledge that I have properly installed the Public Notice Project Identification Sign and posted a copy of this Notice of posting as required, and agree to leave this copy up for the above described time.

Permittee agrees to hold harmless the City of Morgan Hill, its officers, agents and employees from any liability or claims for damages to property caused by or arising out of the activities authorized by this posting.

Applicant's Signature

Date