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Filing Requirements for CONDITIONAL USE PERMIT

PURPOSE

A Conditional Use Permit is required for land uses that are generally appropriate within a district, but potentially undesirable on a particular parcel or in large numbers. A Conditional Use Permit is a discretionary action that enables the Planning Commission to ensure that a proposed use is consistent with the general plan and will not create negative impacts to adjacent properties or the public. All Conditional Use Permit applications must be reviewed by the City's Planning Commission.

Land uses that require a Conditional Use Permit are shown in the land use regulation tables for each zoning district found in Part 2 (Zoning Districts and Overlay Zones) of Title 18-Zoning.

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. (Uses proposed within an existing building without any site improvements are required to provide items #1 – 6. Otherwise, all items are required)

1. **Completed Uniform Application:** Complete all sections of the application. If a section of the application is not applicable to your project, please write, "Not applicable," or N/A. Please do not write in the staff-only section of the application.
2. **Floor Plans/Site Plans:** Prepared in accordance with Application Filing and Plan Specifications handout.
3. **Project Narrative/Letter of Request:** Provide a written description of the project being proposed for development. It must include a description of the project and detailed scope of work for which entitlement/review is being requested and how the project will address any potential negative effects on the community.
4. **Statement of Proposed Operations** - Provide a written statement outlining the request for a Conditional Use Permit. The statement must give a detailed description of the proposed use and shall include, but not be limited to:
 - Hours and days of operation
 - Number of employees
 - Number of average daily trips generated
 - Type of equipment or processes used
 - Use of hazardous materials
 - Other information which effectively describes the proposed use

5. **Application Fees:** Fees to be paid to the City of Morgan Hill at the time of submittal.
6. **Public Hearing Notice:** Fee to be collected

Provide the following for uses that involve new/expanded buildings and/or site improvements.

7. **Planning Entitlement Project Information Sheet:** This application will provide important project information 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. If a section of the application is not applicable to your project, please write, "Not applicable," or N/A.
8. **Santa Clara Valley Habitat Plan (SCVHP) Coverage Screening Form:** Application materials can be found online at: [Santa Clara Valley Habitat Agency website.](#)
9. **Stormwater Post-Construction Development Standards:** See Application Filing and Plan Specifications handout for details.
10. **Preliminary Drainage Report:** See Application Filing and Plan Specifications handout for details.
11. **Additional Filing Requirements:** See Application Filing and Plan Specifications