



## DEVELOPMENT SERVICES CENTER - PLANNING DIVISION

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### Filing Requirements for TENTATIVE PARCEL MAP

#### **PURPOSE**

The purpose of a Subdivision application is to regulate and control the division of land, and to enforce the provisions of the City's Subdivision Ordinance (Title 17 of the Municipal Code). These provisions are deemed necessary for the preservation of the public health, safety and general welfare, to promote open space, conservation, protection, and proper use of land and insure provisions for adequate traffic circulation, utilities and services.

#### **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. Environmental Assessment Form
3. Habitat Plan - All projects that have grading, new foundation component or creating new impervious service (including temporary/stockpile)
  - Coverage Screening Form (all projects)
  - Fees and Conditions Worksheet (if applicable; must complete coverage screening form first)
4. Storm Water Post-Construction Development Standards - Projects with new and replaced impervious surface  $\geq 2,500\text{ft}^2$

More information can be found in the Storm Water Management Guidance Manual For Low Impact Development & Post-Construction Requirements (<http://www.morgan-hill.ca.gov/index.aspx?NID=1191>)

Include the following items:

- Storm Water Control Plan Checklist (see manual)
  - Any Certification worksheet documenting Performance Requirements (see manual)
5. Project Plans for **new** construction consist of the following: (for other types of projects, contact the Planning Division)
    - **Seven (7)** full size sets of submittal plans
    - **Three (3)** sets of submittal plans reduced to 11" x 17" in size
    - **One (1)** cd containing submittal plans in pdf format
    - Other reports – Any other data or reports deemed necessary by the Community Development Department
    - Additional plan sets may be required upon request
    - See Plan Specification Handout for details required on plans:
      - Tentative Map

○ Conceptual Grading Plan

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 Numbers **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. Filing Fees (see Fee Schedule attached to the Uniform Application)
8. Proof of filing for Development Agreement, pursuant to Residential Development Control System Allocation, if the map is a Residential Map.