

Filing Requirements For ADMINISTRATIVE USE PERMIT

PURPOSE

An Administrative 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. An Administrative Use Permit is a discretionary action that enables the Community Development Director to ensure that a proposed use is consistent with the general plan and will not create negative impacts to adjacent properties or the general public.

Land uses that require an Administrative 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:

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. **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.
4. **Detailed Statement of Proposed Operations**
 - Provide a written Statement of Proposed Operations, including but not limited to the type of business proposed, the number of employees, proposed hours of operations, total square footage of building, and square footage of the tenant space to be occupied, and proposed duration of proposed Commercial Administrative Use Permit.
5. **Santa Clara Valley Habitat Plan (SCVHP) Application:** Application materials can be found online at: [Santa Clara Valley Habitat Agency website.](#)

6. **Additional Filing Requirements:** See Application Filing and Plan Specifications handout and Submittal Matrix.
7. **Application Fees:** Fees to be paid to the City of Morgan Hill at the time of submittal.
8. **Public Hearing Notice:** Fee to be collected.