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## **Filing Requirements for HISTORICAL ALTERATION PERMIT**

### **PURPOSE**

By requiring a Historical Alteration Permit, the City is promoting public health, safety and general welfare by providing for the identification, protection, enhancement, perpetuation and use of historical resources, including buildings, structures, signs, objects, features, sites, areas, record, manuscript, historic and prehistoric archaeological sites, places, districts, designed landscapes, cultural landscapes and areas within the City that reflect special elements of the City's architectural, artistic, cultural, engineering, aesthetic, historical, political, social and other heritage. Chapter 18.60-Historical Resources of the Morgan Hill Municipal Code provides the permit requirements.

### **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.
3. **Filing Requirements and Plan Specifications:** This document provides a list of the required application materials that are required at the time of submittal.
4. **Application Fees:** Fees to be paid to the City of Morgan Hill at the time of submittal.
5. **Public Hearing Notice:** Fee to be collected