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Filing Requirements for HISTORICAL RESOURCES DESIGNATION

PURPOSE

The City of Morgan Hill maintains a local register of designated historical resources consisting of resources determined by the City Council to possess age, integrity and significance. The Historical Resources designation process is intended to allow the City of Morgan Hill or any property owner to request the designation of a significant or potentially significant historical resource or the designation of a historic district by submitting an application for such designation to the Planning Commission. The Community Development Director, Planning Commission or City Council may also initiate such proceedings on their own motion.

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
6. **Letter of Justification:** Provide detailed written justification outlining the request for a Cultural Resources Designation. Give a detailed explanation of the criteria that support the request. See Section 18.60.040 of the Municipal Code for further details.