



17575 Peak Avenue  
Morgan Hill, CA  
95037-4128  
TEL: (408) 778-6480  
FAX: (408) 779-7236  
[www.morganhill.ca.gov](http://www.morganhill.ca.gov)

DEVELOPMENT SERVICES CENTER – PLANNING DIVISION

# Application Submittal Checklist

Updated: February 27, 2025

This planning document describes all the materials required to submit a complete application to the Planning Division for the most commonly received permit types. Section 1 is a checklist of materials required for all projects. Sections 2-5 are a continuation of the checklist requirements based on the type of permit being submitted. Each submittal requirement within the checklists is defined and provides what needs to be included within that document/plan. If you do not see the type of permit you need for your application within this document, please refer to the main Planning Division [Applications/Permits/Fees](#) webpage.

**This checklist must be completed and submitted with the Application Submittal.**

My project is a: (select all that apply)

- ☐ Preliminary Application:
  - ☐ SB9 Residential Project
  - ☐ SB330 Residential Project
- ☐ Design permit for:
  - ☐ SB9 Residential Project
  - ☐ SB35 Residential Project
  - ☐ SB330 Residential Project
  - ☐ Non-Residential Project
- ☐ Conditional Use Permit
- ☐ Tentative Map / Parcel Map
- ☐ General Plan Amendment / Zoning Amendment / Planned Development

Application Submittals can be sent to [planning@morganhill.ca.gov](mailto:planning@morganhill.ca.gov). Once received Staff will respond with the associated fees and payment options. The application submittal date is identified as the day fees are paid. Incomplete submittals that are missing materials from this checklist will **not** be accepted. Based on the project type and proposal, Planning Division staff has the right to waive filing requirement items listed below if not needed.

## SECTION 1 – ALL PROJECTS

- ☐ **Uniform Application:** This application provides the necessary information to log a project into the permit system. If a representative is filing on behalf of the property owner, the “Letter of Agency” section within this application will also need to be filled out. If the property owner is available to sign, you do not need to fill out this portion of the application. Everyone must sign the Indemnification Agreement portion of the application to be considered complete. Note: include name, telephone number, and e-mail of the contact person for architectural, engineering, landscape, and signage if different from the applicant.
- ☐ **Planning Entitlement Project Information Sheet:** (Environmental Assessment) Form: This form will provide important project information that will help expedite the environmental review process. Provide as much detail as possible regarding the scope of the project proposal. If a section of the application is not applicable to your project, please write “not applicable” or “N/A”.
- ☐ **Project Narrative/Letter of request:** Written description of the project being proposed for development. The description should outline the details of the specific project in a structured format that covers the intended use, details of that use, proposed units/ square footage of structures, and permits being requested. If it is a housing project, it should include any concessions or exceptions that are being asked for.
- ☐ **Coverage Screening Form:** Santa Clara Valley Habitat Plan: All projects that have grading, new foundation component, or are creating new impervious services are required to fill out this application. Please visit the [Santa Clara Valley Habitat Agency website](#) to review the associated fees that will need to be paid to the Habitat Agency for your project prior to issuance of a City Building Permit.
- ☐ **Recology South Valley New Development Guidelines & Questionnaire:** This questionnaire assists in assuring new refuse and recycling enclosures will be large enough and meet Recology requirements.
- ☐ **On-Site Public Artwork Approval:** For a residential project of 20-units or more, or a non-residential project of 5,000sq.ft. or more, public artwork or payment in lieu of constructing art onsite is required per Title 18.78 of the Morgan Hill Municipal Code. Please indicate if your project is not applicable to this standard, if the project will propose to construct public art onsite, or pay the fee in lieu of providing public artwork on site.
  - ☐ Not Applicable. Proposed number of residential units\_\_\_\_\_, and/or square footage of non-residential structure(s) \_\_\_\_\_.
  - ☐ Project includes construction of public art on site.
  - ☐ The project proposal includes payment in lieu of constructing public artwork on site.

- ☐ I understand that if I am submitting for an SB330 residential project(s), that the project(s) is subject to compliance with the [Objective Criteria and Residential Development Design and Development Standards](#).
- ☐ I understand that resubmittals require a written response letter addressing each comment and where the new information can be found along with updated plans reflecting changes with cloud, delta, and date revisions. \_\_\_\_\_(initials)

## SECTION 2 – SB9 PRESCREEN APPLICATIONS

- ☐ **SB9 Eligibility Checklist:** This checklist provides information to be assessed by Planning Division staff to ensure the proposed project can meet the eligibility criteria outlined in the Senate Bill.
- ☐ **Site and Development Plans:** A plan that shows the proposed land development including the site layout, positioning of buildings and structures, property access, etc. The following must be included within the Site and Development Plans.
  - ✓ A Vicinity Map, north arrow, scale ratio and bar scale, the site area in square feet, date(s) of plans and revisions, labeled dimensions, all existing items labeled (E) and new labeled (N), or relocated etc. Engineering or Architectural scale required, not less than 1/16. A larger scale may be needed to provide clear understanding of the project.
  - ✓ The entire property under consideration, including property lines, a portion of the adjacent properties, and adjoining public rights-of-way. For large acreage properties, staff recommends that two (2) site plans be submitted. The first site plan would show the entire property with detail indicating the area proposed for development; the second site plan would focus on the specific areas of the proposed development.
  - ✓ The adjacent properties should include enough of the site to enable the evaluation of adjacent impacts. Show location and distance from closest adjacent structures on neighboring properties.
  - ✓ Dimensions of the parcel(s), existing and proposed buildings, numbered parking spaces, and other features, as well as the width of walkways, driveways, private drives, planters, etc. Dimensioning is important in that any errors on the plans may be detected more easily and earlier in the City's review process.
  - ✓ Footprints of all existing and proposed buildings, structures, or signs, drawn to scale showing the proposed location of structures to be constructed, modified, relocated or demolished. Indicate the type of use and include all dimensions.
  - ✓ Square footage for all existing and proposed buildings and proposed additions.
  - ✓ The location of streets, street widths, with street names (indicate whether a public or private street), width of proposed right-of-way dedications, and location and dimensions of lot lines. Plans shall include adjacent property driveways on the opposite side of the street and a radius of curb returns. If adjacent to the railroad, include location of right-of-way widths.
  - ✓ Typical cross-section of street improvements for both public and private streets.

- ✓ A graphical description of proposed onsite circulation patterns for both vehicles and pedestrians, and accessible paths of travel, where required. Include vehicle turning templates for fire apparatus, refuse trucks and delivery trucks in parking areas, and loading areas.
- ✓ Location of any existing or proposed transit/bus stops within 100 feet of the project boundaries and across the street from the site. Information about existing and proposed bus stops can be found on the VTA website.
- ✓ Location of existing and proposed driveways, off-street parking and loading facilities. Show parking spaces with dimensions for each type of parking space (e.g. compact, full, ADA, EVA, etc.) and a tabulation of the required and proposed parking based on the proposed use and the municipal code stall requirements and standards.
- ✓ The location, dimension and nature/purpose of all easements color coded.
- ✓ Setbacks of buildings from property lines, other onsite buildings and structures, septic systems, water wells, etc. (dimensioned).
- ✓ Location of existing and proposed walls/fences, height, and materials of construction.
- ✓ Location and identification of drainage courses, creeks, etc. and direction of flow.
- ✓ Location of onsite water source(s), supply and storage facilities.
- ✓ Location of all existing facilities (sewer, water, storm drain, water wells, fire hydrants, transformers and overhead utility lines located on-site, directly adjacent to the site or within the adjacent right-of-way). Label facilities that are to be removed.
- ✓ Location of proposed electrical vaults/transformers and backflow preventors, if required.
- ✓ Location of proposed trash, recycling, and/or refuse enclosure(s) specs.

### SECTION 3 – SB330 RESIDENTIAL PRELIMINARY REVIEW APPLICATIONS

- ☐ **Preliminary Plan Review Checklist:** This checklist will assist in the understanding of the project coming forward and is consistent with Government Code Section 65941.1
- ☐ **Current Title Report:** A Title Report is a document that lists who owns the property and outlines the legal description of the property and identifies if there are any easements and/or agreements on the property. To be considered current, the report shall not be older than 90-days.
- ☐ **Metes and Bounds Legal Description:** Legal description of boundaries of a parcel that identifies its precise location and is kept with the deed of the land.
  - ✓ Include bearing and dimensions (metes and bounds) of the proposed area, streets and other rights-of-way, and acreage of total area.
- ☐ **Site and Development Plans:** A plan that shows the proposed land development including the site layout, positioning of buildings and structures, property access, etc. The following must be included within the Site and Development Plans.
  - ✓ A Vicinity Map, north arrow, scale ratio and bar scale, the site area in square feet, date(s) of plans and revisions, labeled dimensions, all existing items labeled (E) and new labeled

(N), or relocated etc. Engineering or Architectural scale required, not less than 1/16. A larger scale may be needed to provide a clear understanding of the project.

- ✓ The entire property under consideration, including property lines, a portion of the adjacent properties, and adjoining public rights-of-way. For large acreage properties, staff recommends that two (2) site plans be submitted. The first site plan would show the entire property with detail indicating the area proposed for development; the second site plan would focus on the specific areas of the proposed development.
- ✓ The adjacent properties should include enough of the site to enable the evaluation of adjacent impacts. Show location and distance from closest adjacent structures on neighboring properties.
- ✓ Dimensions of the parcel(s), existing and proposed buildings, numbered parking spaces, and other features, as well as the width of walkways, driveways, private drives, planters, etc. Dimensioning is important in that any errors on the plans may be detected more easily and earlier in the City's review process.
- ✓ Footprints of all existing and proposed buildings, structures, or signs, drawn to scale showing the proposed location of structures to be constructed, modified, relocated or demolished. Indicate the type of use and include all dimensions.
- ✓ Square footage for all existing and proposed buildings and proposed additions.
- ✓ The location of streets, street widths, with street names (indicate whether a public or private street), width of proposed right-of-way dedications, and location and dimensions of lot lines. Plans shall include adjacent property driveways on the opposite side of the street and a radius of curb returns. If adjacent to the railroad, include location of right-of-way widths.
- ✓ Typical cross-section of street improvements for both public and private streets.
- ✓ A graphical description of proposed onsite circulation patterns for both vehicles and pedestrians, and accessible paths of travel, where required. Include vehicle turning templates for fire apparatus, refuse trucks and delivery trucks in parking areas, and loading areas.
- ✓ Location of any existing or proposed transit/bus stops within 100 feet of the project boundaries and across the street from the site. Information about existing and proposed bus stops can be found on the VTA website.
- ✓ Location of existing and proposed driveways, off-street parking and loading facilities. Show parking spaces with dimensions for each type of parking space (e.g. compact, full, ADA, EVA, etc.) and a tabulation of the required and proposed parking based on the proposed use and the municipal code stall requirements and standards.
- ✓ The location, dimension and nature/purpose of all easements color coded.
- ✓ Setbacks of buildings from property lines, other onsite buildings and structures, septic systems, water wells, etc. (dimensioned).
- ✓ Location of existing and proposed walls/fences, height, and materials of construction.
- ✓ Location and identification of drainage courses, creeks, etc. and direction of flow.
- ✓ Location of onsite water source(s), supply and storage facilities.
- ✓ Location of all existing facilities (sewer, water, storm drain, water wells, fire hydrants, transformers and overhead utility lines located on-site, directly adjacent to the site or within the adjacent right-of-way). Label facilities that are to be removed.

- ✓ Location of proposed electrical vaults/transformers and backflow preventors, if required.
- ✓ Location of proposed trash, recycling, and/or refuse enclosure(s) specs.

- ☐ **Building Elevations:** Referred to the visible vertical plane of the side of a building from ground level to the peak of the roof. Note: renderings do not replace the requirement for building elevations.
- ✓ Must show the exterior appearance of all sides of project structures, building modifications, and additions proposed for construction.
  - ✓ Drawn to scale with an indication of height, construction materials, and colors to be used.
  - ✓ Provide building elevations for all affected views, and identify them as North, South, East, and West.
  - ✓ Identify exterior building features doors, windows, siding, etc.) as existing (E), new (N), or proposed to be repaired and/or replaced.
  - ✓ Identify all areas of walls and roof that are proposed to be demolished. Indicate with dashed lines any window or door openings, or any other features that are proposed to be eliminated or modified.
  - ✓ Indicate the height from grade to the top of plate line, and to the top of the roof, and also depict and/or reference any anticipated from mounted equipment and equipment screening.
  - ✓ Roof plans are required. Roof plans should indicate all roof slopes, gutters, and downspout locations. Indicate equipment and other features as well as slope. Identify all areas of the roof proposed for demolition. Where the project proposes additions to existing structures, clearly identify the portions of roof that are existing (E) and proposed to be changed/new (N).
  - ✓ For buildings over one (1) story in height or buildings over 50,000 square feet in gross area, provide a visual representation of the nighttime lighting proposed on all building elevations to give an indication of the effect of security and decorative lighting.

#### SECTION 4 – CONDITIONAL USE PERMIT AND DESIGN PERMIT FOR RESIDENTIAL (FINAL SB9/SB35/SB330) AND NON-RESIDENTIAL DEVELOPMENT PROJECTS INVOLVING NEW STRUCTURES, ADDITIONS, DEMOLITIONS, OR EXTERIOR ALTERATION

- ☐ **Current Title Report:** A Title Report is a document that lists who owns the property and outlines the legal description of the property and identifies if there are any easements and/or agreements on the property. To be considered current, the report shall not be older than 90-days.
- ☐ **Site and Development Plans:** A plan that shows the proposed land development including the site layout, positioning of buildings and structures, property access, etc. The following must be included within the Site and Development Plans.
- ✓ A Vicinity Map, north arrow, scale ratio and bar scale, the site area in square feet, date(s) of plans and revisions, labeled dimensions, all existing items labeled (E) and new labeled

(N), or relocated etc. Engineering or Architectural scale required, not less than 1/16. A larger scale may be needed to provide clear understanding of the project.

- ✓ The entire property under consideration, including property lines, a portion of the adjacent properties, and adjoining public rights-of-way. For large acreage properties, staff recommends that two (2) site plans be submitted. The first site plan would show the entire property with detail indicating the area proposed for development; the second site plan would focus on the specific areas of the proposed development.
- ✓ The adjacent properties should include enough of the site to enable the evaluation of adjacent impacts. Show location and distance from closest adjacent structures on neighboring properties.
- ✓ Dimensions of the parcel(s), existing and proposed buildings, numbered parking spaces, and other features, as well as the width of walkways, driveways, private drives, planters, etc. Dimensioning is important in that any errors on the plans may be detected more easily and earlier in the City's review process.
- ✓ Footprints of all existing and proposed buildings, structures, or signs, drawn to scale showing the proposed location of structures to be constructed, modified, relocated or demolished. Indicate the type of use and include all dimensions.
- ✓ Square footage for all existing and proposed buildings and proposed additions.
- ✓ Location of Public Art on site plan
- ✓ The location of streets, street widths, with street names (indicate whether a public or private street), width of proposed right-of-way dedications, and location and dimensions of lot lines. Plans shall include adjacent property driveways on the opposite side of the street and a radius of curb returns. If adjacent to the railroad, include location of right-of-way widths.
- ✓ Typical cross-section of street improvements for both public and private streets.
- ✓ A graphical description of proposed onsite circulation patterns for both vehicles and pedestrians, and accessible paths of travel, where required. Include vehicle turning templates for fire apparatus, refuse trucks and delivery trucks in parking areas, and loading areas.
- ✓ Location of any existing or proposed transit/bus stops within 100 feet of the project boundaries and across the street from the site. Information about existing and proposed bus stops can be found on the VTA website.
- ✓ Location of existing and proposed driveways, off-street parking and loading facilities. Show parking spaces with dimensions for each type of parking space (e.g. compact, full, ADA, EVA, etc.) and a tabulation of the required and proposed parking based on the proposed use and the municipal code stall requirements and standards.
- ✓ The location, dimension and nature/purpose of all easements color coded.
- ✓ Setbacks of buildings from property lines, other onsite buildings and structures, septic systems, water wells, etc. (dimensioned).
- ✓ Location of existing and proposed walls/fences, height, and materials of construction.
- ✓ Location and identification of drainage courses, creeks, etc. and direction of flow.
- ✓ Location of onsite water source(s), supply and storage facilities.

- ✓ Location of all existing facilities (sewer, water, storm drain, water wells, fire hydrants, transformers and overhead utility lines located on-site, directly adjacent to the site or within the adjacent right-of-way). Label facilities that are to be removed.
  - ✓ Location of proposed electrical vaults/transformers and backflow preventors, if required.
  - ✓ Location of proposed trash, recycling, and/or refuse enclosure(s) specs.
- ☐ **Streetscape Plans:** A plan illustrating how the new project will appear in the context of existing surrounding buildings, structures, streetscapes, and other relevant parts of the setting. Streetscape plans are required for all Commission level applications and may be required for administrative permits depending on the proposal.
- ☐ **Fire Access Plan:** Provide a site plan that identifies the street widths for all streets and the street length of dead end streets. Structures that exceed 30-feet in height require a 26-foot wide road. If dead end streets exceed 150-feet, an approved fire apparatus turn around will be required. Demonstrate turning radius on all turns.
- ☐ [Inclusionary Housing Ordinance Checklist](#) for Affordable Housing (if project includes residential units)
- ☐ [Development Design and Development Standards Checklist](#) for Housing Development Projects
- ☐ **Building Elevations:** Referred to the visible vertical plane of the side of a building from ground level to the peak of the roof. Note: renderings do not replace the requirement for building elevations.
- ✓ Must show the exterior appearance of all sides of project structures, building modifications, and additions proposed for construction.
  - ✓ Drawn to scale with an indication of height, construction materials, and colors to be used.
  - ✓ Provide building elevations for all affected views, and identify them as North, South, East, and West.
  - ✓ Identify exterior building features doors, windows, siding, etc.) as existing (E), new (N), or proposed to be repaired and/or replaced.
  - ✓ Identify all areas of walls and roof that are proposed to be demolished. Indicate with dashed lines any window or door openings, or any other features that are proposed to be eliminated or modified.
  - ✓ Indicate the height from grade to the top of plate line, and to the top of the roof, and also depict and/or reference any anticipated from mounted equipment and equipment screening.
  - ✓ Roof plans are required. Roof plans should indicate all roof slopes, gutters, and downspout locations. Indicate equipment and other features as well as slope. Identify all areas of the roof proposed for demolition. Where the project proposes additions to existing structures, clearly identify the portions of roof that are existing (E) and proposed to be changed/new (N).



- ✓ For buildings over one (1) story in height or buildings over 50,000 square feet in gross area, provide a visual representation of the nighttime lighting proposed on all building elevations to give an indication of the effect of security and decorative lighting.
- ☐ **Floor Plans:** A scaled drawing that shows the relationship between rooms, spaces and physical features within the building footprint as viewed from above. Floor plans are necessary to provide a full understanding of the project and functioning of the interior spaces. Floor plans must show:
- ✓ All buildings under consideration.
  - ✓ Each level of the structure(s) should be included with identification of all exterior features such as doors, windows, etc. and if they are new (N), existing (E), removed, and if they are existing but being replaced.
  - ✓ Label each room with the proposed use.
  - ✓ Identify all exterior landings at doors.
- ☐ **Landscape/Irrigation Plan:** The scaled Site and Development Plan that incorporates a visual representation of the proposed landscape and hardscape details. Projects are required to comply with the City's Water Conservation and Landscaping Ordinance Chapter 18.148 of the Morgan Hill Municipal Code and the requirements of Chapter 18.64 (Landscaping) of the Morgan Hill Municipal Code. The more restrictive shall control. Landscape plans shall include:
- ✓ Site Boundaries: Locate and identify the boundaries of the site.
  - ✓ Existing Conditions: Locate and identify all underground utilities, property lines, and easements; size and species of existing trees; natural and manmade features; drainage courses and creeks; and whether proposed for removal, relocation or preservation.
  - ✓ Existing Structures: Identify structures immediately adjacent to the property
  - ✓ New Structures: identify new structures and improvements proposed as part of the project.
  - ✓ Irrigation Plan: Provide conceptual irrigation plan specifying the location, type, and size of all components of the irrigation system. A detailed irrigation plan will be required with the Building plan check.
  - ✓ Existing and proposed above-ground utilities and structures relative to the existing and proposed trees/landscaping.
  - ✓ Height of bermed landscaping
  - ✓ Identification of all proposed Low Impact Development (LID) features/post-construction stormwater facilities consistent with project's Civil Plans.
  - ✓ Total landscape square footage of project.
  - ✓ Proposed plant selection.
  - ✓ Hydrozone map (color coded).
  - ✓ Water Budget Calculations
- ☐ **Acoustical Analysis:** An Acoustical Analysis shall be provided to demonstrate compliance with the General Plan and Noise Ordinance. Sound walls are discouraged and other forms of mitigation such as installation of earth berms, increased distance between the noise source and receiver, and intervening placement of structures should be looked at before proposing a sound wall.

- ☐ [Environmental Services Division Checklist for Design Permits](#)
  
- ☐ **Conceptual Grading Plan:** A drawing on a plan, prepared by a licensed civil engineer, that illustrates the topographical layout of a construction site and how the site will be excavated, filled, and graded to prepare it for necessary work to be done. Plans must show:
  - ✓ Benchmark used.
  - ✓ Limits of grading.
  - ✓ Earthwork quantities.
  - ✓ Structures, footprints, pad and finish floor elevations for all proposed buildings.
  - ✓ Existing contours or spot elevations, drainage arrows and grade breaks to indicate drainage patterns.
  
- ☐ **Soils Management Report:** The soil management report includes a data sheet with an analysis of all the test items required and a written report that may propose amendments and remediation (State Assembly Bill 1881, WELO).
  
- ☐ **Storm Water Post-Construction Development Standards Conformance:** This is applicable to projects with new and/or include replacement impervious surface  $\geq 2,500$  square feet. More information can be found in the [Stormwater Management Guidance Manual For Low Impact Development & Post-Construction Requirements](#). Before checking this box, you will need to confirm the amount of impervious surface being constructed or replaced and include:
  - ✓ Completed Stormwater Control Plan Checklist (Appendix B of the Guidance Manual)
  - ✓ Completed certification worksheet(s) documenting applicable Performance Requirements (see Guidance Manual)
  - ✓ For projects proposing infiltration-based stormwater facilities, a copy of the project's Geotechnical Report, if available, that includes soil borings, depth to groundwater, and site-specific infiltration tests.
  - ✓ For projects that are subject to Performance Requirement Numbers 2, 3 and 4 as described in the Guidance Manual, a Preliminary Stormwater Control Plan Exhibit that contains the following is required:
    - a. Items 1 through 4 of the Stormwater Control Plan Checklists from the Guidance Manual.
    - b. Preliminary supporting calculations used to comply with the applicable Performance Requirements.
    - c. Location and identification of existing and proposed stormwater facilities.
    - d. Storm drain locations, rims, and inverts.
    - e. Preliminary operation and maintenance information.
    - f. If known, the name of the owner of the stormwater facilities and name of responsible party that will conduct operation and maintenance
    - g. Brief explanation on how the project is meeting the applicable performance requirements.

- ☐ **Preliminary Drainage Report:** A written report that includes, at a minimum, the following:
  - ✓ Narrative describing pre and post project drainage patterns and conveyance paths. Narrative must describe the existing storm drain system in surrounding public or private streets and proposed project use of, and impact on, those systems.
  - ✓ Preliminary hydrology and hydraulic calculations using City standard method. Also include calculations for detention/retention facility sizing.
  - ✓ Discussion of project-specific drainage requirements and associated calculations demonstrating project implementation.
  - ✓ If the project site is located within a 100-year floodplain, add a discussion of project's finish floor elevations and potential for flooding during significant storm events. In addition, indicate flood zone assigned to project area as shown on the effective FEMA Flood Insurance Rate Map (FIRM).
  
- ☐ **Color and Materials Samples:** Information on proposed colors and materials is required for all projects unless the requirement is waived by staff. If actual material samples are provided or requested, those samples will remain with the file as part of the public record. The proposed colors and materials must be specified, rather than simply referenced by "See color/Material Board." Samples must be no larger than 8 ½" by 11" in size. Provide brochure or cut sheets for any proposed new doors, windows, hardware, or fixtures.
  
- ☐ **Photographs:** Provide color photographs of the site (including all sides of existing buildings) and surrounding properties (including properties next door and across the street). Minimum photo size is 3" x 5" and they should all be incorporated on one or two plan set size sheet(s).
  
- ☐ **Photometric Plan:** A grided layout that shows the locations of all new lighting fixtures on a site plan with measurement of illustrated light foot candles throughout the project site and adjacent properties.
  - ✓ Luminosity calculations including all proposed exterior lighting including but not limited to fixtures mounted on the exterior of buildings, elements planned on walkways, in vehicular parking and access areas on the site.
  - ✓ Specific Lumens (foot candle level) calculated at property lines should be clearly noted.
  - ✓ Depiction of the anticipated light levels generated by all exterior lights shall be provided across the subject site and at least ten (10) feet beyond the property lines.
  - ✓ Specifications or cut sheets for each proposed light fixture detailing the fixture design, level of illumination, and hours of illumination shall be provided, if not directly on the plan, as a separate report.
  
- ☐ **Phasing Plan (if applicable):** A phasing plan illustrates on a site plan the timing of each stage of the proposed development that will be completed.
  - ✓ On a site plan, color code each phase of the project and identify what phase is first, second, and so on.
  - ✓ Provide a description of each phase to include the timing, types of land uses (with area size), list of buildings (With square footages), and any other amenities or site information.

- ✓ Identify any triggers for development of subsequent phases. Each phase will be considered for functionality in advance of subsequent phasing.

☐ **Archaeological Survey & Report**

- ☐ **Historical Evaluation:** Development projects involving structures or buildings at least forty-five years in age shall submit an evaluation of the structure prepared by a qualified consultant and shall use the California Register Criteria for Evaluation and the adopted Morgan Hill Historic Context Statement to determine significance.

- ☐ **Phase I and Phase II Environmental Site Assessment (ESA):** Applicants shall submit a Phase I ESA to evaluate the site for the presence of Recognized Environmental Conditions (RECs) related to the current or past use, handling, storage, or disposal of hazardous materials or petroleum products on or near the subject property. When a Phase I ESA reveals evidence of RECs, a Phase II ESA shall be submitted.

- ☐ **Valley Transportation Agency (VTA) Compliance and Review Letter:** Applicants shall provide review letter from VTA that project has been reviewed for compliance with VTA's standards and requirements. Project application will not be deemed complete until letter has been provided to the City. Transit improvements within the public right-of-way are subject to approval by the City Engineer or designee.

- ☐ **Santa Clara Valley Water District (SCVWD) Compliance and Review Letter:** Applicants shall provide review letter from SCVWD that the project's flood study and supporting flood modeling has been reviewed for compliance with SCVWD's standards and requirements. Project application will not be deemed complete until Valley Water has provided a written verification that the project has been reviewed for compliance with Valley Water's standards and requirements and the project has paid Valley Water's review fee.

## SECTION 5 – PARCEL AND TENTATIVE MAPS

- ☐ **Tentative Subdivision Map/Parcel Map (if applicable):** a map that illustrates the division of a tract of land into smaller parcels/lots. Things to be included on the plans are as follows:
- ✓ Name and address of legal owner, subdivider and the person preparing the map (including registration number)
  - ✓ Assessor's parcel number
  - ✓ Date prepared, north arrow, scale and contour interval
  - ✓ Existing and proposed land use
  - ✓ Title
  - ✓ A vicinity map showing roads, adjoining subdivisions, creeks, railroads and other data sufficient to locate the proposed subdivision and show its relation to the community.

- ✓ Existing topography of the site and at least one hundred feet from its boundary, including but not limited to:
  - Existing contours at two-foot intervals, if the existing ground slope is less than ten percent and not less than five-foot intervals for existing ground slopes greater than or equal to ten percent. Existing contours shall be represented by screened or dashed lines.
  - Type, circumference and dripline of existing trees as defined by Chapter 12.32 of the Morgan Hill Municipal Code on removal of significant trees on public and private property. Any trees proposed to be removed shall be so indicated.
  - The approximate location and outline of existing structures identified by type. Structures to be removed shall be so marked.
  - The location, width and direction of flow of each watercourse.
  - The location, pavement and right-of-way width and grade and name of existing streets or highways.
  - Location and type of street improvements.
  - The location, size and slope of existing storm drains. The location of existing overhead utility lines on peripheral streets.
  - The location, width and identity of existing easements.
  - The location and size of existing sanitary sewers, water mains and storm drains. The approximate slope of existing sewers and storm drains shall be indicated. The location of existing overhead utility lines on peripheral streets
  - The approximate location of the sixty, sixty-five, and seventy CNEL (community noise equivalent level) contours, if any.
- ✓ Proposed improvements to be shown shall include but not be limited to:
  - The location, grade, centerline radius and arc length of curves, pavement and right-of-way width and name of all streets. Typical sections of all streets shall be shown.
  - The location and radius of all curb returns and cul-de-sacs, The location, width and purpose of all easements.
  - The angle of intersecting streets if such angle deviates from a right angle by more than four degrees.
  - The approximate lot layout and the approximate dimensions of each lot and of each building site. Engineering data shall show the approximate finished grading on each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe of cut and fill slopes to scale and the number of each lot.
  - Proposed contours at two-foot intervals shall be shown if the existing ground slope is less than ten percent and not at less than five-foot intervals for existing ground slopes greater than or equal to ten percent. A separate grading plan may be submitted.
  - Proposed recreation sites, trails and parks for private or public use.
  - Proposed common areas and areas to be dedicated to public open space.

- The location and size of sanitary sewers, water mains and storm drains. Proposed slopes and approximate elevations of sanitary sewers and storm drains shall be indicated.
- ✓ If the site is to be graded, proposed contours shall be shown or an approved grading plan shall be submitted
- ✓ The proposed lot layout and lot areas
- ✓ Proposed easements or rights-of-way
- ✓ The source and date of existing contours
- ✓ A preliminary report of title showing the current vested owner
- ✓ A soils and/or geotechnical/geology report may be required pursuant to Chapter 18.70 of the Morgan Hill Municipal Code
- ✓ A statement by the engineer or surveyor responsible for the preparation of the map shall state that all monuments are of the character and occupy the positions indicated, or that they will be set in those positions on or before a specified date and that the monuments are, or will be, sufficient to enable the survey to be retraced
- ✓ The location of each parcel and its relation to surrounding surveys
- ✓ If the map includes a "designated remainder" parcel and the gross area of the "designated remainder" parcel is five acres or more, that remainder parcel need not be shown on the map and its location need not be indicated as a matter of survey, but only by deed reference to the existing boundaries of the remainder parcel. A parcel designated as "not a part" shall be deemed to be a "designated remainder".
- ✓ The name or names of any geologist or soils engineer whose services were required in the preparation of the design of the map.
- ✓ The source and date of existing contours.
- ✓ All lettering size shall be one-eighth-inch minimum.
- ✓ If the subdivider plans to develop the site as shown on the tentative map in units, then the proposed units shall be shown on the map including the proposed sequence of construction.

## SECTION 6 – GENERAL PLAN AMENDMENT, ZONING AMENDMENT, AND PLANNED DEVELOPMENTS

- ☐ **Current Title Report:** A Title Report is a document that lists who owns the property and outlines the legal description of the property and identifies if there are any easements and/or agreements on the property. To be considered current, the report shall not be older than 90-days.
- ☐ **Metes and Bounds Legal Description:** Legal description of boundaries of a parcel that identifies its precise location, and is kept with the deed of the land.
  - ✓ Include bearing and dimensions (metes and bounds) of the proposed area, streets and other rights-of-way, and acreage of total area.

- ☐ **General Plan/Zoning Land use Map Exhibit:**
  - ✓ Map that identifies the existing lands use designation, assessor's parcel number identified, and site acreage identified
  - ✓ Map with the area to be changed highlighted, acreage of proposed changed area, and the proposed zoning change clearly labeled.
- ☐ **General Plan / Zoning Text Amendment Exhibit:**
  - ✓ Provide a detailed exhibit with the existing General Plan / Municipal Code Section(s) with words to be deleted shown as lined out, and words to be added underlined.

## SECTION 7 – Public Art

For a residential project of 20 units or more, or a non-residential project of 5,000sq.ft. or more, public artwork or payment in lieu of constructing art onsite is required per Title 18.78 of the Morgan Hill Municipal Code. Check the box indicating if the project will propose to construct public art onsite, or pay the fee in lieu of providing public artwork on site and provide the required submittal documentation.

- ☐ **Public Art Onsite:** If the project proposal includes construction of public artwork on site, the following materials are required.
  - ✓ Site Plan demonstrating location, visibility and accessibility to the public art
  - ✓ Schematic Design shown in scale to location
  - ✓ List of materials, colors, and finishes
  - ✓ Artist resume and portfolio
  - ✓ Written statement by artist describing the on-site art work proposed
  - ✓ Cost Estimate of Artwork to be constructed
  - ✓ Cost Estimate from the Architect for each building on the site, not to include grading or onsite improvements.
  - ✓ Square footage of each building on the site categorized into occupancy groups and type of construction based on the California Building Code.
  - ✓ Maintenance Plan
- ☐ **Public Art In-lieu Payment:** If the project proposal includes payment in lieu of public art construction, the follow is required.
  - ✓ Cost Estimate from the Architect for each building on the site, not to include grading or onsite improvements.
  - ✓ Square footage of each building on the site categorized into occupancy groups and type of construction based on the California Building Code.

### **DEVELOPMENT ACKNOWLEDGEMENT**

I \_\_\_\_\_ hereby certify that the statements furnished in this application checklist are true and correct. I have read the Application Filing and Plan Specifications Requirements document and understand the information needed for the proposed project submittal in the City of Morgan Hill and therefore completed this form honestly and to the best of my knowledge of the project.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date