



City of Gilroy

COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

7351 Rosanna Street, Gilroy CA 95020
(408) 846-0451 (408) 846-0429 (fax)

www.cityofgilroy.org

URBAN SERVICE AREA MODIFICATION FILING REQUIREMENTS

Application may only be submitted from July 1 through July 31

1. **Uniform Application** – one copy
2. **Plans** – 8 full size (24" x 36") sets*
 - A. **Map of Property** shall include:
 1. Fully dimensioned parcel boundaries draw to a scale adequate to show the entire property and adjacent streets or properties on an 8 ½" x 11" sheet
 2. Address or location of property
 3. Area of parcel in square feet or acres
 4. A North arrow
 - B. **Location Map** – may be on the same sheet as the site plan and shall indicate the location of the project site in relation to streets within at least a four (4) block area
3. **Additional Information** which would illustrate or justify the proposed amendment
4. **Legal Description**
5. **Urban Service Area Modification Information Form** (see attached)
6. **Preliminary Environmental Questionnaire**
7. **Noticing Information** for any project requiring a Public Hearing shall include the following information, provided by a **Title Company**:
 1. Mailing List: all properties within a 500' radius of the project site
 2. Map showing subject property and other properties noticed
 3. Mailing Labels: the labels should be Avery 5160 or equivalent in size
8. **Filing Fees** (See Planning Application Fees) and fees for **Plan for Services, Vacant Land Inventory, and Fiscal Impact Analysis** prepared under contract to City; and other studies required by LAFCo; applicant is responsible to pay actual cost plus 10% contingency fee
9. **LAFCo Fees** (see LAFCo website: www.santaclaralafo.ca.gov)

The applicant must pay the actual cost to LAFCo for processing this application. If the actual costs are less than the LAFCo Fee, LAFCo will refund the difference. If actual costs exceed LAFCo fee, an additional invoice will be sent to the applicant. *LAFCo deposits will be refunded in full to applicant only if request is not forwarded to LAFCo by the City Council.*
10. **Indemnification Agreement for Development Applications**

*Prior to agendizing the project, additional plan sets will be required for the Planning Commission meeting.

MAPS AND PLANS MUST BE PUT INTO COLLATED INDIVIDUAL SETS, STAPLED AND INDIVIDUALLY FOLDED TO A SIZE NOT TO EXCEED 8 1/2" X 14" IN ORDER TO FIT INTO FILE FOLDERS

**URBAN SERVICE AREA MODIFICATION
INFORMATION FORM**

(Submit additional pages if necessary)

1. Explain the benefits to the City of Gilroy of adding this parcel(s) to the Urban Service Area:

2. Explain why the property involved in this application is more suitable for the the urban uses associated with the 5-year Urban Service Area than for the uses associated with the present designation (5-20 year area):

3. Explain why the addition of this property to the Urban Service Area would not be detrimental to surrounding properties or the community overall:
