



## City of Gilroy

COMMUNITY DEVELOPMENT DEPARTMENT/PLANNING DIVISION  
7351 Rosanna Street, Gilroy CA 95020  
(408) 846-0440  
[www.cityofgilroy.org/planning](http://www.cityofgilroy.org/planning)

### URBAN SERVICE AREA (USA) MODIFICATION APPLICATION CHECKLIST

1. USA modification applications are **accepted only in the month of July.**
2. A pre-application meeting is required prior to the submittal of any USA modification application. Please reach out to planning staff to setup the pre-application meeting. The planning division can be reached at [PlanningDivision@cityofgilroy.org](mailto:PlanningDivision@cityofgilroy.org) or (408) 846-0440.

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**APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY (call 408-846-0440)**

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Planner Check off		New Construction and/or Remodel
	<b>Note:</b> Refer to the <a href="#">Application Submittal Details</a> (ASD) document for clarification and city expectations regarding the below checklist items.	
	Signed Owner / Applicant Certification (this form)	1
	Planning Application & Indemnification Agreement (ASD 6)	1
	Pre-Application Meeting Documentation**	1
	Environmental Questionnaire (ASD 4)	1
	Public Hearing Noticing Requirement Packet (Ex. E)	1
	Plans – Including Map of Property, and Location Map (Ex. A)	6
	Urban Service Area Modification Form (Attached)	1
	Legal Description of subject area of proposed change	1
	Planning Application Fees	1
	LAFCo Fees ( <a href="http://www.santaclara.lafco.ca.gov">www.santaclara.lafco.ca.gov</a> )	1
	Additional Information	*

\* If applicable (as noted by planner)

\*\* A pre-application meeting is required for all Urban Service Area Amendments prior to Submittal

(ASD 6) = Page six (6) of the Application Submittal Details document

(Ex. B) = Exhibit B of the Application Submittal Details document

### OWNER / APPLICANT CERTIFICATION

I, \_\_\_\_\_ (print), owner / applicant (or representative of the applicant) for this planning permit, do hereby state that I have provided the materials listed above, and that these materials have been submitted following the instructions provided by Planning Division in the submittal requirements form for this permit. If, at my request, this application is significantly amended, including but not limited to number of units, stories, height, setbacks, site circulation, site plan layout, or the need for additional discretionary permits, I understand this will require submission of a new application, including fees and checklist items. I understand that my application may be rejected (within 30 days of submittal or resubmittal) due to missing or incomplete information as required. I also understand that additional fees and subsequent information may be required during the course of processing this request as determined by planning staff pursuant to State Government Code Section 65944.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**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:

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

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

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