



# CONDITIONAL USE/VARIANCE APPLICATION

1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

APPLICATIONS TO BE HEARD BY THE MORROW:  
 PLANNING & ZONING BOARD AND/OR  
 MAYOR AND CITY COUNCIL

ALL APPLICATIONS MUST BE SUBMITTED NO LESS THAN 20 DAYS PRIOR TO THE ZONING BOARD/CITY COUNCIL MEETING.

## Conditional Use/Variance Application Checklist

**ALL DOCUMENTS ARE REQUIRED IN ORDER TO ACCEPT APPLICATION.**

**PLEASE NOTE: ALL FEES ARE NON-REFUNDABLE. THERE ARE NO EXCEPTIONS.**

REQUIRED ITEMS	COPIES	PROCEDURE	STAFF INITIAL
Application Form	1	1. Signed and <b>notarized</b> by owner. Original signature required. 2. In lieu of owner’s signature, applicant has signed and <b>notarized</b> a copy of a “Contract”, “Power of Attorney” or “Lease”	
Letter of Ownership	1	Letter stating that the owner is aware of the variance request and owns the property in question	
Letter of Intent	1	Must clearly state the proposed use and development intent	
Survey Plat/Site Plan ( 11 x 17)	12	Must show minimum details: Buildings, setbacks, buffers, road frontage, correct scale, north arrow, present zoning classification, topographic information to show elevation and drainage, location and extent of required buffers, proposed lot layout	
Floor Plan		Floor plan of the space layout	
Fees		A non-refundable fee of \$650.00 is required at the time of submittal in the form of a check or money order.	



**Planning & Economic Development Department**  
 1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

**Conditional Use/Variance Request Application**

**Applicant/Business Owner Information:**

NAME:	ADDRESS OF BUSINESS:
PHONE #:	EMAIL:

I, \_\_\_\_\_ OF \_\_\_\_\_, AM REQUESTING THIS  
**CONDITIONAL USE/VARIANCE ON BEHALF OF** \_\_\_\_\_ (Business Owner  
 Name).

**Property Owner/Landlord Information:** [If located within a tenant space, landlord information is required here.]

NAME:	ADDRESS:
CONTACT PERSON:	EMAIL:
PHONE #:	ALTERNATE #:

The applicant named above affirms that they are the owner or agent of the owner for the property described below and requests the following variances:

Conditional Use/Variance being requested: \_\_\_\_\_

Section of the City of Morrow Ordinance that your request relief from due to hardship: \_\_\_\_\_

**BY SIGNING BELOW, I CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT. VARIANCE AND CONDITIONAL USE REQUESTS SHALL BE EVALUATED ACCORDING TO ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING CONDITIONAL USES. ALL OTHER APPLICABLE MORROW CITY CODES SHALL BE COMPLIED WITH.**

\_\_\_\_\_  
 Signature of Applicant/Business Owner

\_\_\_\_\_  
 Signature of Individual Representing Business Owner

\_\_\_\_\_  
 Notary Signature

**Notary Stamp:**

**(For Office Use Only)**

Total Amount Paid \$ 650.00 Check # \_\_\_\_\_ Received by: \_\_\_\_\_ (FEES ARE NON-REFUNDABLE)

Zoning Verified: \_\_\_\_\_ Application checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Date of P+Z Board/City Council: \_\_\_\_\_ P+Z Board/City Council Decision: \_\_\_\_\_

## **CONDITIONAL USE/VARIANCE APPLICATION**

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- **The Planning + Zoning Board meets the  
3<sup>rd</sup> Tuesday of every month at 6:00 p.m.**
- **The Morrow City Council meets every  
2<sup>nd</sup> and 4<sup>th</sup> Tuesday at 7:30 p.m.**

**For questions regarding the Conditional Use/Variance process, please contact:**

**Martha “Marti” Tracy  
Permits, Zoning & Code Enforcement  
678.902.0870 (direct line)**