



**3. Accompanying Materials Required For Variance:**

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| A. Application fee.   |
| B. Proof of owner's interest in property (copy of deed, purchase agreement, or title insurance).  |
| C. Submit one set of mailing labels including the name and address of property owners of parcels adjacent to or across the street from the property in question   |
| D. Five (5) Full size plot plans conforming to the standards as stated in Article 24, Section 24.05C1.  |
| E. Three (3) copies of this application must be accompanied by narrative statements establishing and substantiating that variance conforms to the standards established in Article 24, Section 24.05D "Standards for Variances and Appeals" |

**4. Accompanying Materials Required For Special Use:**

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| A. Three (3) copies of the application and fifteen (15) copies of the site plan as described in Article 24, Section 24.03B  |
| B. A narrative statement discussing the compatibility of the proposed use with the existing uses of adjacent properties and with the comprehensive plan, to include an evaluation of the effects on adjoining properties of such elements as traffic circulation, noise, glare, odor, fumes, and vibration; |
| C. A list containing the names and mailing addresses of all owners of property within three hundred (300) feet of the property in question  |

**5. Schedule**

Hearings for Variances and Special Uses will be scheduled within 30 days after a completed application is submitted and accepted by the Village.

**6. Information**

\*All information pertaining to village variances and special uses can be accessed in the Village of Morrow Zoning Ordinance at [www.vil.morrow.oh.us/](http://www.vil.morrow.oh.us/)