



# CITY OF MENTOR PLANNING COMMISSION APPLICATION INFORMATION

Please Check Appropriate Box(es)

- Preliminary Site Plan (Fee \$50 + \$10/Acre)
- Final Site Plan (Fee \$50 + \$10/Acre)
- Architectural Review/Re-Imaging (Fee \$50)
- Rezoning (Fee \$100 + \$10/Acre)
- Preliminary Subdivision (Fee \$100 + \$5/Lot)
- Final Subdivision (Fee \$200 + \$10/Lot)
- Miscellaneous Review (Fee \$25): Type: \_\_\_\_\_

### PROJECT INFORMATION (Please Print)

Project Address: \_\_\_\_\_ Zoning: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

### Complete Below as Applicable (Please Print)

Proposed Use: \_\_\_\_\_

Building Area: \_\_\_\_\_ Lot Acreage: \_\_\_\_\_

Number of Sublots: \_\_\_\_\_ Acreage in Sublots: \_\_\_\_\_

Acreage in Open Space or Village Green: \_\_\_\_\_ Proposed Zoning Classification: \_\_\_\_\_

### NAME AND ADDRESS OF APPLICANT: (Print Full Address)

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**APPLICANTS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### NAME AND ADDRESS OF PROPERTY OWNER: (Authorization required if different than applicant)

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

The undersigned Owner agrees that the above person (applicant shall, for the sole purpose(s) set forth herein, have the full authority to act as an agent for the property owner shall be, for all purposes set forth herein, deemed an agent in the direct employment of the above-referenced for the following purposes (provide a complete description of the scope of the agency relationship): and shall have full power and authority to act in the name of the above-referenced, make application(s), receive information and notices, represent, and bind same in any matters falling within the scope of the purpose(s) set forth herein above

**OWNERS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### Staff Use Only:

Fee Paid  Notice Sign Given to Applicant Meeting Date: \_\_\_\_\_

Planning Commission meetings are at 7 p.m. on the third floor of the Municipal Center in Council Chambers

Received By: \_\_\_\_\_

**(REVISION 6/2010 ALL OTHER VERSIONS ARE OBSOLETE)**

Mentor Municipal Center, 8500 Civic Center Boulevard, Mentor, Ohio 44060-2499 [www.cityofmentor.com](http://www.cityofmentor.com)  
Economic & Community Development Department Phone 440-974-5740 \ Fax 440-205-3605 \ Email commdev@cityofmentor.com



## CITY OF MENTOR PLANNING COMMISSION APPLICATION INFORMATION

### THE FOLLOWING ITEMS SHALL BE ADDRESSED AS PART OF THE APPLICATION:

- |   |   |
|---|---|
| _____ Name of Development   | _____ Location, Name and Dimensions of Existing and Proposed Streets, Easements and Drainage ways   |
| _____ Name & Address of Developer (And Owner if Different)  | _____ Location & Size of All Existing Utilities   |
| _____ North Arrow   | _____ Preliminary Provisions for Storm Water Management   |
| _____ Scale 1" = 50' or Greater   | _____ Proposed Parking Lot Layout (include setback, entrances/exit drives and existing drives on the same & opposite side of the street within 50' of the site) |
| _____ Date  | _____ Parking Analysis (number of parking spaces required and provided)   |
| _____ Number of Sheets  | _____ Conditional Use Permit (CUP) If Required  |
| _____ Location & Acreage of Land Use  | _____ Preliminary Building Elevations   |
| _____ Topographic Information at 2 Ft. Intervals (Existing & Proposed)  | _____ Status of Existing Buildings on Site  |
| _____ Location, Name & Dimensions of Proposed Buildings with Setbacks   | _____ Location of Existing Trees to Remain  |
| _____ Trip Generation Study   | _____ Preliminary Landscape & Buffer Plan   |
| _____ Location of any jurisdictional wetlands on-site as delineated by an expert acceptable to the U.S. Army Corp of Engineers. |   |

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**FEES:** Preliminary Site Plan Review - \$50 + \$10/acre Conditional Use Permit (if applicable) - \$75

**NOTES:** 20 copies of the plans are required **NO SHEET SHALL EXCEED 42" IN SIZE!** 15 Copies can be submitted as 11" x 17" if they are legible. The other 5 sets are required to be full size.

It is suggested and encouraged that the applicant schedule a pre-application conference with the Department of Economic & Community Development and the City Engineer's Office prior to site plan submittal for Commission review.

Additional or revised information for tabled agenda items need to be submitted at least ten (10) working days prior to the Planning Commission meeting.

Questions can be directed to the Department of Economic & Community Development at (440) 974-5740 or (440) 942-8796.

**Comments:** \_\_\_\_\_

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