



CITY OF MENTOR PLANNING COMMISSION APPLICATION INFORMATION

Please Check Appropriate Box(es)

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

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
Economic & Community Development Department Phone 440-974-5740 \ Fax 440-205-3605 \ Email commdev@cityofmentor.com



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

Site Data:

- | | |
|--|---|
| _____ Letter Addressing the City Engineer's & Stipulations per the preliminary site plan | _____ Location & Dimensions of all Parking Spaces & Bays, Dock & Loading Spaces |
| _____ Name of Development | _____ Parking Analysis (Number of Parking Spaces Required/ Provided) |
| _____ Name & Address of Developer and Owner (If Different) | _____ Location, Name & Dimensions of all Right-of-Way & Easements |
| _____ North Arrow, Date and Number of Sheets | _____ Location & Height of Fences, Walls, or Screening |
| _____ Scale 1" = 50' or Larger | _____ Location And Screening of Refuse Pad(s) |
| _____ Building Set Back(s) | _____ Exterior Lighting Plan |
| _____ Size, Location & Type of Vehicular Ingress & Egress for Site & Existing Drives Adjacent within 50' of the Site | _____ Landscape/Tree Management Plan (Including Plant List, Sizes & Quantities) |
| _____ Size, Location & Type of Pedestrian Access | _____ Location & Type of Buffers |

Building Data:

- | | |
|---|--|
| _____ Building Elevations Showing Architectural Style & Roof Mounted HVAC Units | _____ Building Material List Including Size, Type & Color |
| _____ Building Height | _____ Building Materials on Sample Board & Color Rendering |
| _____ Number of Floors and Total Area | _____ Photographs of Existing & Adjacent Buildings |
| _____ Floor Plan | |

FEES: Architectural Review/Re-imaging - \$50

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.

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 Economic & Community Development Department at (440) 974-5740 or (440) 942-8796.

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