



# 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 4/2012 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



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SUBDIVISION NAME: \_\_\_\_\_

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

- \_\_\_\_\_ Stipulations per Preliminary Subdivision approval and City Engineers Preliminary Subdivision Comments addressed in writing.
- \_\_\_\_\_ Location Map (1" = 1000')
- \_\_\_\_\_ Name of Subdivision
- \_\_\_\_\_ Name & Address of Developer
- \_\_\_\_\_ Name of Surveyor / Engineer
- \_\_\_\_\_ North Arrow, Scale and Date (Scale shall be 1" = 100')
- \_\_\_\_\_ Names of Adjoining Property Owners
- \_\_\_\_\_ Property boundaries with length of courses in feet and hundredths, and bearings to not more than half seconds
- \_\_\_\_\_ Curve data for streets including the radii, arcs, chords, chord bearings, tangent and central angle.
- \_\_\_\_\_ Accurate dimensions for all lots, reserve parcels, right-of-way, and easements.
- \_\_\_\_\_ Accurate location of all required monuments.
- \_\_\_\_\_ A summary of the area of land used for each of the following: lots, right-of-way and parks and other open space.
- \_\_\_\_\_ Detailed construction plans prepared by a registered engineer for all required improvements at a scale of 1"= 50' on a 24" x 36" sheets or at such other scale acceptable to the City Engineer
- \_\_\_\_\_ A landscape and erosion control plan.
- \_\_\_\_\_ Trip Impact study performed by an engineer qualified and pre-approved by the City Engineer, unless waived for good cause shown
- \_\_\_\_\_ Location of setback lines from public rights-of-way as required in Title 11 Part 5 of the City Code
- \_\_\_\_\_ Topography with a maximum contour interval of two feet. Elevations shall be based on mean sea level datum obtained from bench marks established by the City.
- \_\_\_\_\_ Location and Size of Existing Utilities (Sanitary Sewers, Water Mains and Storm Sewers)
- \_\_\_\_\_ Preliminary proposal for sanitary sewers, water mains and collection & discharge of surface water
- \_\_\_\_\_ Tree management Plan indicating trees to be preserved.
- \_\_\_\_\_ Location, width, names and classification of all existing and proposed streets, right of ways, and easements (and their designated uses)
- \_\_\_\_\_ Proposed Street Names
- \_\_\_\_\_ Development Phasing (if applicable)
- \_\_\_\_\_ Letter from The Lake County Sanitary Engineer approving the sewer construction drawings
- \_\_\_\_\_ Letter from Consumer Ohio Water Service approving the construction plans for the water distribution system.
- \_\_\_\_\_ Copy of Application to US Army Corps of Engineer for any Disturbances of Jurisdictional Wetlands (2 copies)
- \_\_\_\_\_ An acknowledgment by the owner that the plat was prepared with his consent and is accepted by him and dedicating the streets and the appropriate public areas to the City of Mentor.
- \_\_\_\_\_ A statement signed by the owner setting forth the rights associated with the easements and reserve parcels shown on the plat
- \_\_\_\_\_ Certification by a registered engineer or surveyor that the information contain on the plat is true and correct and conforms to the requirements of Title 11 Part 1.
- \_\_\_\_\_ An approval block for the endorsement of the plat by the City Manager, Law Director and Clerk of Council upon approval by the City Council

**FEES:** Final Subdivision Review - \$200 + \$10 per Lot

**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 Department of Economic & Community Development at (440) 974-5740 or (440) 942-8796 between 8:00 a.m and 5:00 p.m.

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