

**CITY OF MENTOR – DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT
MINOR SUBDIVISION APPLICATION**

PROJECT INFORMATION (Please Print)

Project Address: _____ Zoning: _____
Parcel Number(s): _____

Name and Address of Applicant: (Print Full Address)

Company Name: _____
Contact Person: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Email Address / Fax Number: _____

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: _____ Email Address / Fax Number: _____

OWNERS SIGNATURE: _____ **DATE:** _____

Name and Address of Engineer/Surveyor: (Print Full Address)

Company Name: _____
Contact Person: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Email Address / Fax Number: _____

Sublot Data:

Lot Line Adjustment: Yes No Name of Adjoining Public Street: _____

Sublot	Lot Frontage (at Right-Of-Way)	Lot Width (at Front Setback)	Lot Area (Acreage or Square Feet)

Staff Use Only:

Fee Paid (\$30 + \$5 per lot) Planning Commission Review Required City Council Review Required

Received By: _____ Meeting Date: _____

(REVISION. 02/2008 ALL OTHER VERSION ARE OBSOLETE)

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-INSTRUCTIONS-

Land shall be subdivided in conformance with the Zoning Code and the Subdivision Regulations. A minor subdivision or “lot split” is any subdivision of land, all of the lots of which front on an existing city street and with which there is no new street, right-of-way or access easement required or proposed.

The applicant may request an informal (and, if necessary, confidential) discussion with staff of the Economic Development Department to review the code requirements. Copies of applicable sections of the Codes are available at no cost.

The applicant shall submit to the Department of Economic & Community Development:

- (a) A completed “Application for Minor Subdivision”.
- (b) Subdivision fees equal to \$30.00 plus \$5.00 per lot proposed in the subdivision.
- (c) Information adequate to ensure compliance with the applicable codes (1113.02) including: a survey drawing prepared by a registered surveyor or engineer (including name, address, north arrow, scale and date); the location and dimensions of all existing and proposed property lines, existing structures, easements, water bodies, streams, drainage ditches, and other features; name of adjoining property owners; and an indication of the proposed use (if other than residential). Any documents larger than 8-1/2” x 14” shall be submitted in duplicate.
- (d) Information regarding location and availability of all utilities including: electricity, telephone and gas; preliminary proposals for water supply and sanitary sewer service; indication of the method of handling storm water run-off (in conformance with the current drainage policy of the City of Mentor). Other information as requested by the Engineering or Economic & Community Development Departments to determine conformance with City ordinances.
- (e) Accurate deeds describing the proposed lots may be submitted with the application or at any time within 12 months after the approval of the subdivision. The Lake County Recorder’s Office will not file a deed describing a new lot unless stamped for approval by the City of Mentor.

The information shall be reviewed within 15 days of receipt of the completed application, the Economic & Community Development Director or his representative will either approve the minor subdivision by stamping and signing the deed(s) submitted and issue a letter of approval; issue a letter indicating the additional information required to complete the review or issue a letter of denial indicating the reasons therefore or forward the application to the Municipal Planning Commission.

A person aggrieved by a decision of the Director of Economic & Community Development shall have the right to appeal such decision to the Planning Commission by filing a written appeal addressed to the Chairman of the Commission within ten (10) days from the date of the decision.

Administratively approved minor subdivisions shall be reported to the Planning Commission at the next regular meeting. Minor subdivisions having unusual conditions shall be forwarded to the Commission for review and approval prior to being stamped by the Director of Economic & Community Development.

(REVISION. 02/2008 ALL OTHER VERSION ARE OBSOLETE)