



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 4/2012 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:

- | | |
|---|---|
| _____ 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. | |

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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