



# City of Mentor Application for Site Grading

## PROJECT INFORMATION (Please Print)

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

### Name and Address of Owner: (Print Full Address)

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

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

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

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

Email Address: \_\_\_\_\_

I hereby agree to be bound by any condition(s) imposed or made a part of the permit

**OWNER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### Name and Address of Contractor: (Print Full Address)

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

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

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

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

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

Application is hereby submitted to perform the work described in this application and the accompanying construction documents which when endorsed as approved by the authority having jurisdiction shall define the permitted work. It is hereby specifically agreed that the signatories and their assigns shall comply with all Codes and Ordinances of the City of Mentor, State of Ohio, and all the conditions contained in the file record of said plan approval, and the applicant further agrees to cause all required inspections to be scheduled and obtain the necessary approval for the required inspections associated with each permit. This application submittal is a public record pursuant to the provisions of the Ohio State Open Records Act and a legal document. You are asked to furnish the information on this form to the best of your knowledge and ability. Any information that is yet to be determined must be so noted and provided later to complete the process. Purposely filing false or misleading information is a violation of City and State Ordinances and may be cause to void any permit. If the requested information is not supplied, be aware that the application may take longer to process. Additional information in the form of Plans or other Construction Documents, or associated sub permit applications or information sheets will be required to review and approve your application. By signing, the applicant affirms they are the owner or authorized to act as the owner's agent.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Submit three (3) copies of site plan showing the existing and proposed grade or topography on the lot or land involved and the land within 300 feet of the land involved including property lines, easements, street right-of-ways and existing structures. Also, provide a work schedule setting forth proposed time limits within which the operation will be commenced and completed showing daily hours of operation.

Purpose of Grading Permit: \_\_\_\_\_

Type and Quantity of Soil Removed/Deposited (in cy) \_\_\_\_\_

Method of Removal/Deposit (specify type of equipment) \_\_\_\_\_

Length of Permit Requested: \_\_\_\_\_

Proposed Haul Roads if over the road vehicles are to be employed and method of traffic control: \_\_\_\_\_

Method of Maintenance to insure that the public right of ways are kept undisturbed, clean and safe along or in the vicinity of proposed haul roads from or to the land involved: \_\_\_\_\_

Method of Erosion and Sediment Control/Include Schedule of Installation: \_\_\_\_\_

Method of Dust Control: \_\_\_\_\_

Method of Stormwater Runoff Control during Construction: \_\_\_\_\_

Method of Land Stabilization after Completion: \_\_\_\_\_

**(REVISION 03/2010 ALL OTHER VERSIONS ARE OBSOLETE)**

Mentor Municipal Center, 8500 Civic Center Boulevard, Mentor, Ohio 44060-2499 [www.cityofmentor.com](http://www.cityofmentor.com)  
Engineering and Building Department Phone 440-974-5785 \ Fax 440-974-5708 \ Email [building@cityofmentor.com](mailto:building@cityofmentor.com)



# City of Mentor Application for Site Grading

**Office Use Only:**

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

Ward: \_\_\_\_\_ Census Tract: \_\_\_\_\_

<b>APPLICATION REVIEW:</b>	<b>YES</b>	<b>NO</b>
Completed Grading Permit Application		
Submitted three (3) copies of site plans		
Community Development approval		
Conditional Use Permit required		
Positive drainage provided during and after grading		
Erosion and dust control measures acceptable		
Site stabilization method acceptable		
Length of permit approval		
Stipulation letter required:		
Fire Department approval – waterline application		

**FEES / DEPOSITS / PERMITS / BONDS – PER MENTOR CODE OF ORDINANCES:**

Section 1305.05(f): Erosion control Plan review fee (\$40.00 + \$5.00 per acre): \$ \_\_\_\_\_

Section 1355.05(i): Grading (\$50.00 for first two (2) acres + \$20.00 for each additional acre): \$ \_\_\_\_\_

Section 1355.03(m): Inspection Deposit (\$40.00/hour @ 2hrs. per week): \$ \_\_\_\_\_

Section 1355.05(e): Street Cleaning Deposit - (minimum) \$500.00: \$ \_\_\_\_\_

**SUB TOTAL:** \$ \_\_\_\_\_

**PERMITS REQUIRED:**

Section 925.20(b): Storm Permit       Yes  No

Section 925.20(c): Sanitary Permit       Yes  No

Section 925.20(c): Waterline Permit       Yes  No

**BONDS REQUIRED:**

Section 1355.04: Site Restoration Bond (minimum) \$500.00/ac x \_\_\_\_\_ acres: \$ \_\_\_\_\_

Section 1355.05(e): Surety – Haul Road \$ \_\_\_\_\_

**Performance and Maintenance:**

Surety - Right of Way Construction \$ \_\_\_\_\_

Department Approval \_\_\_\_\_ Date: \_\_\_\_\_

**(REVISION 03/2010 ALL OTHER VERSIONS ARE OBSOLETE)**