

**CITY OF MENTOR – DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT
PLANNING COMMISSION APPLICATION INFORMATION**

Please Check Appropriate Box(es)

- | | |
|--|---|
| <input type="checkbox"/> Preliminary Site Plan (Fee \$50 + \$10/Acre) | <input type="checkbox"/> Final Site Plan (Fee \$50 + \$10/Acre) |
| <input type="checkbox"/> Architectural Review/Re-Imaging (Fee \$50) | <input type="checkbox"/> Rezoning (Fee \$100 + \$10/Acre) |
| <input type="checkbox"/> Preliminary Subdivision (Fee \$100 + \$5/Lot) | <input type="checkbox"/> Final Subdivision (Fee \$200 + \$10/Lot) |
| <input type="checkbox"/> 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: _____ 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: _____

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: _____

**CITY OF MENTOR – DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT
APPLICATION FOR ARCHITECTURAL REVIEW/RE-IMAGING**

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