



# CITY OF MENTOR CONDITIONAL USE PERMIT APPLICATION

## PROJECT INFORMATION (Please Print)

1) Project Address: \_\_\_\_\_ 2) Zoning: \_\_\_\_\_

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

### 4) Name and Address of Applicant: (Print Full Address)

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

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

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

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

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

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

### 5) Name and Address of Property Owner: (Authorization required if different than Applicant)

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

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

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

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

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

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

The undersigned Owner agrees that the above person (Applicant) shall have, for the sole purpose(s) set forth herein, the full authority to act as an agent for the Property Owner and 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.

**OWNER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### 6) PROPOSED USE AND CONDITIONS:

### 7) BRIEFLY DESCRIBE EXHIBITS WHICH ARE PART OF THIS APPLICATION:

8) The undersigned Applicant hereby requests a Conditional Use Permit based on the Representations contained herein

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

9) Fee Paid

10) Notice Sign Given

11) Basis for Requiring Permit: \_\_\_\_\_

Planning Director (or representative): \_\_\_\_\_ Date \_\_\_\_\_

12) Anticipated Date of Hearing: \_\_\_\_\_ 7:00 p.m.

Planning Commission meetings are on the third floor of the Municipal Center in Council Chambers

**(REVISION 4/2020 ALL OTHER VERSIONS ARE OBSOLETE)**

Mentor Municipal Center, 8500 Civic Center Boulevard, Mentor, Ohio 44060-2499 [www.cityofmentor.com](http://www.cityofmentor.com)  
Department of Planning and Development \ Phone 440-974-5740 \ Email [planning@cityofmentor.com](mailto:planning@cityofmentor.com)



# CITY OF MENTOR

## CONDITIONAL USE PERMIT CHECKLIST

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### **Cover Letter:**

\_\_\_\_\_ Describe the proposed business

\_\_\_\_\_ Hours of Operation

\_\_\_\_\_ Number of Employees

### **Owner Authorization:**

The property owner (or authorized representative) is required to sign the application. If not signed, the application will be returned and deemed incomplete.

### **Preliminary Site Plan:**

\_\_\_\_\_ Location of the proposed unit in the building

\_\_\_\_\_ Designated parking spaces on plan

\_\_\_\_\_ Areas to be used for outside storage

\_\_\_\_\_ Total number of parking spaces on site

\_\_\_\_\_ Dumpster location

\_\_\_\_\_ Identify the neighboring businesses on the site plan

### **Floor Plan:**

\_\_\_\_\_ Layout of the proposed business within the unit

\_\_\_\_\_ Identify the neighboring businesses on the floor plan



# CITY OF MENTOR CONDITIONAL USE PERMIT APPLICATION

## -INSTRUCTIONS-

### PROJECT INFORMATION

1. **ADDRESS:** Address of the property for which a conditional use permit is required. If vacant, the Planning Division will assign a tentative address.
2. **ZONING CLASSIFICATION:** As identified on the Official Zoning Map. The Planning Division will assist you.
3. **PERMANENT PARCEL NUMBER:** The number assigned to the property in the Lake County Tax Records. The Planning Division will verify this number for you.

### APPLICANT and OWNER INFORMATION

4. 5. & 8. The applicant may be any person authorized by the landowner to request a Conditional Use Permit. An email address for both the applicant and property owner is required to be included on the application.

**The application must be signed/dated by both the property owner and applicant prior to submittal.**

### PROPOSED USE AND CONDITIONS

6. In a separate **cover letter** addressed to the Planning Commission, describe as clearly as possible the proposed activity or use for which the Conditional Use Permit is requested. This should include the hours of operation, number of employees, and any other information that will assist the Planning Commission in understanding your proposal.

### DOCUMENTATION AND SUBMISSION REQUIREMENTS

7. Attach additional information, drawings, or exhibits that will assist the Planning Commission to clearly understand your request and to make an informed and timely decision. **A total of 19 copies of the plans, drawings, photos, or brochures are required.** NO PLANS SHALL EXCEED 42" IN SIZE. 16 Copies should be submitted as 11" x 17" if they are legible. The other three (3) sets shall be full size, unless the Planning Division determines that full size copies are not required. Recommend documentation includes:
  - a. **Preliminary Site Plan** with the location of the proposed unit or space within a multi-tenant building (if applicable); designated parking spaces on the plan; areas to be used for outside storage; total number of parking spaces on site; identify neighboring businesses on site; dumpster location;
  - b. **Floor Plan** showing the layout of the proposed business within the unit.
  - c. Any other information deemed necessary to assess the impact of your proposal

\*It is recommended that you consult with the Planning Division about the contents of your application.

### SECTIONS TO BE COMPLETED BY STAFF:

9. **Fee:** Your request will not be advertised or placed on the agenda until the \$75.00 fee has been paid. Make checks payable to "City of Mentor".
10. **Notice Sign:** It is the responsibility of the applicant to erect a Notice Sign on the site at least five (5) days prior to the public hearing. The sign will be provided by the Planning Division with instructions for its proper location.
11. **Basis for Requiring Permit:** The Planning Director or a representative will complete this section, citing the Ordinance which requires a permit for the proposed use.
12. **Public Hearing Date:** The Planning Commission meets every third Thursday. A meeting schedule is available and posted on our website. Your agenda date will depend on the completeness of your application, the date the application is submitted (at least 20 days prior to the hearing), and the advertising schedule.

**PUBLICATION:** The Planning Division is required to advertise your request in a local newspaper and send notices to all adjacent property owners prior to the meeting, in accordance with the notification requirements outlined in §1135.03.

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### ADDITIONAL INFORMATION FOR THE APPLICANT

- PRIOR TO THE MEETING:** The Applicant or their representative is strongly encouraged to discuss with the Planning Division the permit request, application, documentation and other matters pertaining to the request at a reasonable time prior to the public hearing and preferably prior to submitting the application. Such discussion is intended to ensure sufficient information at the hearing, protection of the rights of the Applicant, and to facilitate fair and timely resolution of the request. Late submittals or tabling of an agenda item due to insufficient information or time for review may result in serious delays in an Applicant's project.

Copies of Chapter 1135 "Conditional Use Permits" are available to the Applicant from the Planning Division upon request.
- DURING THE MEETING:** Public Hearings are generally first on the agenda as a courtesy to the audience. The Chairman will ask the Applicant to briefly explain the proposal. Members of the audience will be given an opportunity to ask questions and speak for or against the proposal. The Commission may approve, deny, or table your request for additional information.
- AFTER THE MEETING:** A letter with the Municipal Planning Commission's decision and any conditions attached to the proposal will be sent to you after the meeting minutes have been approved. According to §1135.05 Review by Council, City Council has the option of reviewing the Conditional Use Permit by requesting a hearing within 15 days of the Commission's Decision. If a hearing is held by Council, their decision shall be final. Otherwise, the Commission's Decision is binding, and a Conditional Use Permit will be issued.

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