



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: _____ Fax 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: _____ Fax Number: _____

Email Address: _____

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.

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 on the Basis of the Representations contained herein

APPLICANT SIGNATURE: _____ **DATE:** _____

9) Fee Paid (\$200)

10) Notice Sign Given

11) Basis for Requiring Permit: _____

Planning Director: _____ 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 01/2022 ALL OTHER VERSIONS ARE OBSOLETE)

Mentor Municipal Center, 8500 Civic Center Boulevard, Mentor, Ohio 44060-2499 www.cityofmentor.com

Department of Planning and Development \ Phone 440-974-5740 \ Fax 440-205-3605 \ Email planning@cityofmentor.com

O:\plng\Applications and Permits\Planning Applications\2022\CUP Application & Instructions.doc



CITY OF MENTOR

CONDITIONAL USE PERMIT CHECKLIST

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-

SITE

1. **ADDRESS:** Address of the property for which a conditional use permit is required. If vacant, 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 Books. The Planning Division will find this number for you.

APPLICANT and OWNER

4. and 5. Applicant may be any person authorized by the landowner to request a Conditional Use Permit. Written evidence of such authority (such as a purchase agreement or option instrument) is required.

PROPOSED USE AND CONDITIONS

6. Describe as clearly as possible the proposed activity or use for which the Conditional Use Permit is requested. Describe also any specific conditions, which will assist the Planning Commission in understanding your application. This information may be submitted in a separate letter or statement.

DOCUMENTATION

7. Attach additional information, drawings, or exhibits which will assist the Planning Commission to clearly understand your request and to make an informed and timely decision. 19 copies of the plans, drawings, photos or brochures are required. NO SHEET SHALL EXCEED 42" IN SIZE. 16 Copies can be submitted as 11" x 17" if they are legible. The other three (3) sets are required to be full size.
 - * preliminary site plan
 - * construction schedule
 - * traffic analysis
 - * evidence of financial capability
 - * drainage analysis
 - * any other information deemed necessary to assess the impact of your proposal

It is recommended to consult with the Planning Division about the contents of your application.

SUBMITTAL:

8. The application must be signed and dated prior to submittal.

SECTION TO BE COMPLETED BY STAFF:

9. **Fee:** Your request will not be advertised or placed on the agenda until the \$200.00 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 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. 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.

(REVISION 01/2022 ALL OTHER VERSIONS ARE OBSOLETE)



CITY OF MENTOR CONDITIONAL USE PERMIT APPLICATION

13. **Publication:** The Planning Division is required to advertise your request in a local newspaper and to send notices to all adjacent property owners.
14. **Commission Decision and Conditions:** A letter with the decision made by the Commission and any conditions attached to the permit will be sent to you after the meeting. According to City of Mentor Code, 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.

ADDITIONAL INFORMATION FOR THE APPLICANT

1. **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 Sections 1135.01-.06 "Conditional Use Permits" are available to the Applicant from the Planning Division.
2. **DURING THE MEETING:** Public Hearings are generally first on the agenda in 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.
3. **AFTER THE MEETING:** You will receive a letter from the Chairman outlining the Commission's decision. If the permit is approved by the Commission (and City Council, if applicable) you will receive a Conditional Use Permit. The Planning Division is responsible for enforcement of the permit conditions and will monitor your site for compliance. Violation of permit conditions is grounds for retraction of the permit and prosecution.

(REVISION 01/2022 ALL OTHER VERSIONS ARE OBSOLETE)