



# 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