



# CITY OF MENTOR APPLICATION FOR FENCE PERMIT

**INSTRUCTIONS:** Submit one (1) application and two (2) sets of drawings and supplemental information that might be required to assure compliance with the City's fence regulations contained in Section 1165.02 of the Mentor Code of Ordinances. Drawings must include a site plan which indicates:

- ◆ Property lines and dimensions
- ◆ Location of all buildings and/or structures
- ◆ Dimensions of the fence in relation to: building/structures; property lines; the right-of-way of any street abutting the lot; the distance from any fence or building and/or structure on the property abutting the lot.

The site plan may be prepared by a registered surveyor or the property owner. If the site plan is prepared by the property owner, the application must be approved in writing by all contiguous property owners which will abut the fence. Use the signature form at the end of this application. The staff will assist you in identifying the front property line or other property dimensions.

### PROJECT INFORMATION (Please Print)

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

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

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

Fence Type:  chain link  split rail  picket  shadowbox  Other \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

Height of fence above finish grade (top of highest rail, if split rail, or highest post) \_\_\_\_\_ ft.

Will the fence abut land owned by the City of Mentor, a homeowner's association, or a condominium association?

Yes  No If yes, name \_\_\_\_\_

Will the fence be located on or within an easement dedicated for public use, drainage or for use by a public utility?

Yes  No

### Name and Address of Property Owner: (Please Print)

Property Owner Name: \_\_\_\_\_

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

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

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

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

### Name and Address of Applicant or Contractor: (Please Print)

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

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

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

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

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

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

**FEES:** Cash or Check payable to City of Mentor. The deposit will be returned upon inspection & final approval of the fence

\$100 – Residential (\$50 permit fee = \$50 Deposit)

\$153 – Commercial/Industrial (\$100 permit fee + 3% State Assessment Fee + \$50 deposit)

**(REVISION 01/2022 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 & Development Phone 440-974-5740 Fax 440-205-3605, Email [planning@cityofmentor.com](mailto:planning@cityofmentor.com)

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## SITE PLAN

Right of Way / Property Line  
(not edge of pavement)

Center Line of Roadway

We, the contiguous owners of \_\_\_\_\_  
(Applicant's Name & Address – please print)  
have no objection to the City of Mentor granting a fence permit as shown on the application and the above drawing.

Approved \_\_\_\_\_  
(Name) (Address)

\_\_\_\_\_  
(Name) (Address)

\_\_\_\_\_  
(Name) (Address)

\_\_\_\_\_  
(Name) (Address)

The above signatures are required only when the applicant does not have a site plan drawn by a registered surveyor.

THE UNDERSIGNED HEREBY MAKE APPLICATION TO ERECT A FENCE AS SPECIFIED HEREIN AND AS SHOWN ON THE ABOVE OR ATTACHED DRAWINGS, AND DOES AGREE TO COMPLY WITH THE PROVISIONS OF THE BUILDING AND ZONING CODES OF THE CITY OF MENTOR, WHETHER THE SAME ARE SPECIFIED HEREIN OR NOT.

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

PLANNING DIVISION APPROVAL: \_\_\_\_\_ DATE \_\_\_\_\_

**(REVISION 11/2018 ALL OTHER VERSIONS ARE OBSOLETE)**