



# CITY OF MENTOR PLANNING COMMISSION APPLICATION INFORMATION

Please Check Appropriate Box(es)

- Preliminary Site Plan (Fee \$300)
- Architectural Review/Re-Imaging (Fee \$200)
- Informal Rezoning (Fee \$300)
- Preliminary Subdivision (Fee \$300)
- Development Plan Amendment (Fee \$300)
- Road Vacation (Fee \$100)
- Sidewalk Waiver or Other (Fee \$100) Type: \_\_\_\_\_
- Final Site & Architectural Review (Fee \$500)
- Building Addition/Site Alteration (Fee \$200)
- Rezoning (Fee \$500)
- Final Subdivision (Fee \$500)
- CUP Amendment or Transfer (Fee \$200)
- Time Extension on Approval (Fee \$100)

### PROJECT INFORMATION (Please Print)

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

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

### COMPLETE BELOW AS APPLICABLE (Please Print)

Proposed Use: \_\_\_\_\_ Proposed Zoning Classification: \_\_\_\_\_

Building Area: \_\_\_\_\_ Lot Acreage: \_\_\_\_\_

Number of Sublots: \_\_\_\_\_ Acreage in Sublots: \_\_\_\_\_ Acreage in Open Space: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Cul-De-Sac Length: \_\_\_\_\_ Sidewalks:  Yes  No

### NAME AND ADDRESS OF APPLICANT: (Print Full Address)

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

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

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

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

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

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

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

### NAME AND ADDRESS 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: \_\_\_\_\_

### 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: \_\_\_\_\_

**(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 and Development \ Phone 440-974-5740 \ Email [planning@cityofmentor.com](mailto:planning@cityofmentor.com)

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# CITY OF MENTOR PLANNING COMMISSION APPLICATION INFORMATION

SUBDIVISION NAME: \_\_\_\_\_

## THE FOLLOWING ITEMS SHALL BE ADDRESSED AS PART OF THE APPLICATION

- |  |  |
|--|--|
| <p>_____ Stipulations per Preliminary Subdivision approval and City Engineers Preliminary Subdivision Comments addressed in writing.</p> <p>_____ Location Map (1" = 1000')</p> <p>_____ Name of Subdivision</p> <p>_____ Name &amp; Address of Developer</p> <p>_____ Name of Surveyor / Engineer</p> <p>_____ North Arrow, Scale and Date (Scale shall be 1" = 100')</p> <p>_____ Names of Adjoining Property Owners</p> <p>_____ Property boundaries with length of courses in feet and hundredths, and bearings to not more than half seconds</p> <p>_____ Curve data for streets including the radii, arcs, chords, chord bearings, tangent and central angle.</p> <p>_____ Accurate dimensions for all lots, reserve parcels, right-of-way, and easements.</p> <p>_____ Accurate location of all required monuments.</p> <p>_____ A summary of the area of land used for each of the following: lots, right-of-way and parks and other open space.</p> <p>_____ Detailed construction plans prepared by a registered engineer for all required improvements at a scale of 1"= 50' on a 24" x 36" sheets or at such other scale acceptable to the City Engineer</p> <p>_____ A landscape and erosion control plan.</p> <p>_____ Trip Impact study performed by an engineer qualified and pre-approved by the City Engineer, unless waived for good cause shown</p> <p>_____ Location of setback lines from public rights-of-way as required in Title 11 Part 5 of the City Code</p> <p>_____ Topography with a maximum contour interval of two feet. Elevations shall be based on mean sea level datum obtained from bench marks established by the City.</p> | <p>_____ Location and Size of Existing Utilities (Sanitary Sewers, Water Mains and Storm Sewers)</p> <p>_____ Preliminary proposal for sanitary sewers, water mains and collection &amp; discharge of surface water</p> <p>_____ Tree management Plan indicating trees to be preserved.</p> <p>_____ Location, width, names and classification of all existing and proposed streets, right of ways, and easements (and their designated uses)</p> <p>_____ Proposed Street Names</p> <p>_____ Development Phasing (if applicable)</p> <p>_____ Letter from The Lake County Sanitary Engineer approving the sewer construction drawings</p> <p>_____ Letter from Consumer Ohio Water Service approving the construction plans for the water distribution system.</p> <p>_____ Copy of Application to US Army Corps of Engineer for any Disturbances of Jurisdictional Wetlands (2 copies)</p> <p>_____ An acknowledgment by the owner that the plat was prepared with his consent and is accepted by him and dedicating the streets and the appropriate public areas to the City of Mentor.</p> <p>_____ A statement signed by the owner setting forth the rights associated with the easements and reserve parcels shown on the plat</p> <p>_____ Certification by a registered engineer or surveyor that the information contain on the plat is true and correct and conforms to the requirements of Title 11 Part 1.</p> <p>_____ An approval block for the endorsement of the plat by the City Manager, Law Director and Clerk of Council upon approval by the City Council</p> |
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**NOTES:** A total of 19 copies of the plans 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. A digital copy of all plans and documents shall also be submitted. This can be either via email (10 MB maximum), DVD, flash drive or other means.

Additional or revised information for tabled agenda items need to be submitted at least ten (10) working days prior to the Municipal Planning Commission meeting.

Questions can be directed to the Department of Planning and Development at (440) 974-5740.

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