

**CITY OF MENTOR – DEPARTMENT OF PLANNING AND DEVELOPMENT
MINOR SUBDIVISION APPLICATION**

PROJECT INFORMATION (Please Print)

Project Address: _____ Zoning: _____

Parcel Number(s): _____

Name and Address of Applicant: (Print Full Address)

Company Name: _____

Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

APPLICANTS SIGNATURE: _____ **DATE:** _____

Name and Address of Property Owner: (Authorization required if different than applicant)

Company Name: _____

Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

OWNERS SIGNATURE: _____ **DATE:** _____

Name and Address of Engineer/Surveyor: (Print Full Address)

Company Name: _____

Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Sublot Data:

Lot Line Adjustment: Yes No Name of Adjoining Public Street: _____

Sublot	Lot Frontage (at Right-Of-Way)	Lot Width (at Front Setback)	Lot Area (Acreage or Square Feet)

Staff Use Only:

Fee Paid (Administrative Review \$75 / Planning Commission Review \$150) Planning Commission Review Required

Received By: _____ Meeting Date: _____

(REVISION. 01/2022 ALL OTHER VERSIONS ARE OBSOLETE)

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-INSTRUCTIONS-**

Land shall be subdivided in conformance with the Zoning Code and the Subdivision Regulations. A minor subdivision or “lot split” is any subdivision of land, all of the lots of which front on an existing city street and with which there is no new street, right-of-way or access easement required or proposed.

The applicant may request an informal (and, if necessary, confidential) discussion with staff of the Department of Department of Planning & Development to review the code requirements. Copies of applicable sections of the Code are available at no cost.

The applicant shall submit to the Department of Department of Planning & Development:

- (a) A completed “Application for Minor Subdivision”.
- (b) Subdivision fees equal to \$75.00 for an administrative review or \$150 for review and approval by the Municipal Planning Commission
- (c) Information adequate to ensure compliance with the applicable codes (part 11) including: a survey drawing prepared by a registered surveyor or engineer (including name, address, north arrow, scale and date); the location and dimensions of all existing and proposed property lines, existing structures, easements, water bodies, streams, drainage ditches, and other features; name of adjoining property owners; and an indication of the proposed use (if other than residential). Any documents larger than 8-1/2” x 14” shall be submitted in duplicate.
- (d) Information regarding location and availability of all utilities including: electricity, telephone and gas; preliminary proposals for water supply and sanitary sewer service; indication of the method of handling storm water run-off (in conformance with the current drainage policy of the City of Mentor). Other information as requested by the Engineering Department or Department of Department of Planning & Development to determine conformance with City ordinances.
- (e) Accurate deeds describing the proposed lots may be submitted with the application or at any time within 12 months after the approval of the subdivision. The Lake County Recorder’s Office will not file a deed describing a new lot unless stamped for approval by the City of Mentor.

The information shall be reviewed within 15 days of receipt of the completed application, the Planning Director or their representative will either approve the minor subdivision by stamping and signing the deed(s) submitted and issue a letter of approval; issue a letter indicating the additional information required to complete the review or issue a letter of denial indicating the reasons therefore or forward the application to the Municipal Planning Commission.

A person aggrieved by a decision of the Planning Director shall have the right to appeal such decision to the Planning Commission by filing a written appeal addressed to the Chairman of the Planning Commission within ten (10) days from the date of the decision.

Administratively approved minor subdivisions shall be reported to the Planning Commission at the next regular meeting. Minor subdivisions having unusual conditions shall be forwarded to the Commission for review and approval prior to being stamped by the Planning Director.

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