

CONDITIONAL USE PERMIT APPLICATION
CITY OF MENTOR
MUNICIPAL PLANNING COMMISSION
-INSTRUCTIONS-

SITE

1. **ADDRESS:** Address of property for which conditional use permit is required. If vacant, Planning Division will assign a tentative address.
2. **PERMANENT PARCEL NUMBER:** The number assigned to the property in the Lake County Tax Books. The Planning Division will find this number for you.
3. **ZONING DISTRICT:** As identified on the Official Zoning Map. The Planning Division will assist you.

APPLICANT

4. and 5. Applicant may be any person authorized by the landowner to request a Conditional Use Permit. 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 the Planning Commission may attach to your permit. 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 informal and timely decision. The Commission may request the following data if applicable to your request:

- | | |
|-------------------------|--|
| * 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. Be sure to sign and date the application.

SECTION TO BE COMPLETED BY STAFF:

9. **Fee:** Your request will not be advertised or placed on the agenda until the \$75.00 fee has been paid. Make checks payable to “City of Mentor”.
10. **Notice Sign:** It is the responsibility of the applicant to erect a 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 Administrator 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.
13. **Publication:** The Planning Division is required to advertise our 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 Mentor’s 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 issued.

ADDITIONAL INFORMATION FOR THE APPLICANT

1. **PRIOR TO THE MEETING:** The applicant or his 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 150.701 - .704 “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.

CONDITIONAL USE PERMIT APPLICATION

Municipal Planning Commission
Mentor Municipal Center
8500 Civic Center Boulevard
Mentor, Ohio 44060-2499

Community Development Department 440-974-5740

1) Address _____

2) Permanent Parcel Number _____ 3) Zoning Classification _____

4) Name and Address of Applicant: (Print full Address)

Name of Applicant: _____ Daytime Phone: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

5) PLEASE COMPLETE THIS SECTION If applicant is other than the Landowner:

Name of Owner _____ Daytime Phone: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

If Applicant is other than owner written authorization is required from the property owner

6) PROPOSED USE AND CONDITIONS: _____

7) BRIEFLY DESCRIBE EXHIBITS WHICH ARE PART OF THIS APPLICATION: _____

a) _____

b) _____

c) _____

d) _____

e) _____

8) The undersigned Applicant hereby requests a Conditional Use Permit on the Basis of the Representations contained Herein

Applicant Signature: _____ Date: _____

9) Fee Paid

10) Notice Sign Given

11) Basis for Requiring Permit: _____

Zoning Administrator: _____ Date _____

12) Anticipated Date of Hearing: _____ 7:30 p.m.

Mentor Municipal Center
Council Chambers, Third Floor
8500 Civic Center Boulevard