

**CITY OF MENTOR – DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT  
PLANNING COMMISSION APPLICATION INFORMATION**

Please Check Appropriate Box(es)

- Preliminary Site Plan (Fee \$50 + \$10/Acre)       Final Site Plan (Fee \$50 + \$10/Acre)  
 Architectural Review/Re-Imaging (Fee \$50)       Rezoning (Fee \$100 + \$10/Acre)  
 Preliminary Subdivision (Fee \$100 + \$5/Lot)       Final Subdivision (Fee \$200 + \$10/Lot)  
 Miscellaneous Review (Fee \$25): Type: \_\_\_\_\_

**PROJECT INFORMATION (Please Print)**

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

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

**Complete Below as Applicable (Please Print)**

Proposed Use: \_\_\_\_\_

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

Number of Sublots: \_\_\_\_\_ Acreage in Sublots: \_\_\_\_\_

Acreage in Open Space or Village Green: \_\_\_\_\_ Proposed Zoning Classification: \_\_\_\_\_

**Name and Address of Applicant: (Print Full Address)**

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

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

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

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

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

**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: \_\_\_\_\_

**CITY OF MENTOR—DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT  
APPLICATION FOR FINAL SITE PLAN AND ARCHITECTURAL REVIEW**

**THE FOLLOWING ITEMS SHALL BE ADDRESSED AS PART OF THE APPLICATION:**

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**SITE DATA:**

- |  |  |
|--|--|
| _____ Letter Addressing the City Engineer’s & Stipulations per the preliminary site plan                             | _____ Cross-Section & Structural Design of Pavement Including Curb Type. (Including Note for 8" Concrete Apron)                |
| _____ Name of Development  | _____ Finished Grade of Site by Contour (Including Curbs & Paved Areas and Finished Floor Elevation of all Proposed Buildings) |
| _____ Name & Address of Developer and Owner (If Different)   | _____ Traffic impact study done by a Engineer qualified and pre-approved by the City Engineer                                  |
| _____ North Arrow, Date and Number of Sheets   | _____ Copy of the permit application or a wetlands delineation affirmation submitted to the U.S. Army Corps of Engineers.      |
| _____ Scale 1" = 50' or Larger   | _____ Location, Name & Dimensions of all Right-of-Way & Easements  |
| _____ Ownership, Use & Zoning of Adjacent Properties   | _____ Location & Height of Fences, Walls, or Screening   |
| _____ Status of Existing Buildings on Site   | _____ Location And Screening of Refuse Pad(s)  |
| _____ Proposed Building Set Back(s)  | _____ Exterior Lighting Plan   |
| _____ Size, Location & Type of Vehicular Ingress & Egress for Site & Existing Drives Adjacent within 50' of the Site | _____ Landscape/Tree Management Plan (Including Plant List, Sizes & Quantities)  |
| _____ Size, Location & Type of Pedestrian Access   | _____ Location & Type of Buffers   |
| _____ Location & Dimensions of all Parking Spaces & Bays, Dock & Loading Spaces                                      |  |
| _____ Parking Analysis (Number of Parking Spaces Required/ Provided)   |  |
| _____ Type of Surface in Parking & Walk Areas Including Curbs  |  |

**Building Data:**

- |   |  |
|---|--|
| _____ Building Elevations Showing Architectural Style & Roof Mounted HVAC Units | _____ Floor Plan   |
| _____ Building Height   | _____ Building Material List Including Size, Type & Color  |
| _____ Number of Floors and Total Area   | _____ Building Materials on Sample Board & Color Rendering |

**Storm Drainage:**

- |   |  |
|---|--|
| _____ Calculations of Existing & Proposed Storm Runoff in Conformance With Current City Policy (2 Copies) | _____ Location, Size, Type & Grade of All Ditches                |
| _____ Location, Type & Size of Catch Basins, Inlets, Pipes & Other Drainage Structures                    | _____ Erosion Control Methods                                    |
|   | _____ Drainage Design Standards of the City Completed (2 Copies) |

**UTILITIES:**

- |  |   |
|--|---|
| _____ Location & Size of Existing Facilities | _____ Letter From Appropriate Utility Company (Only Required for Multi-Family, Large Commercial or Industrial Projects or as Requested) |
| _____ Location & Size of Proposed Facilities |   |
| _____ Electrical Service Plan                |   |

**FEES:** Final Site Plan and Architectural Review - \$50 + \$10 per Acre

**NOTES:** 20 copies of the plans are required NO SHEET SHALL EXCEED 42” IN SIZE. 15 Copies can be submitted as 11” x 17” if they are legible. The other 5 sets are required to be full size.

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

Questions can be directed to the Department of Economic & Community Development at (440) 974-5740 or (440) 942-8796.