



# CITY OF MENTOR PLANNING COMMISSION APPLICATION INFORMATION

Please Check Appropriate Box(es)

- Preliminary Site Plan (Fee \$50 + \$10/Acre)
- Final Site & Architectural Review (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: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**APPLICANT 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: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

The undersigned Owner agrees that the above person (Applicant) shall, for the sole purpose(s) set forth herein, have the full authority to act as an agent for the Property Owner 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 11/2018 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 \ Fax 440-205-3605 \ Email [planning@cityofmentor.com](mailto:planning@cityofmentor.com)



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

**SITE DATA:**

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

**Building Data:**

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

**Storm Drainage:**

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

**UTILITIES:**

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

**NOTES:** A total of 19 copies of the plans are required. NO SHEET SHALL EXCEED 42" IN SIZE. 14 Copies can be submitted as 11" x 17" if they are legible. The other five (5) 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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