



**CITY OF MENTOR  
DEPARTMENT OF PLANNING AND DEVELOPMENT  
PRE-REVIEW APPLICATION INFORMATION**

**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:**

Received By: \_\_\_\_\_

(REVISION. 11/2018) ALL OTHER VERSION ARE OBSOLETE)

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

- |  |   |
|--|---|
| _____ Name of Development  | _____ Location & Size of All Existing Utilities   |
| _____ Name & Address of Developer<br>(And Owner if Different)                          | _____ Preliminary Provisions for Storm Water Management   |
| _____ North Arrow  | _____ Proposed Parking Lot Layout (include setback,<br>entrances/exit drives & existing drives on the same<br>& opposite side of the street within 50' of the site) |
| _____ Scale 1" = 50' or Greater  | _____ Parking Analysis (number of parking spaces<br>required & provided)  |
| _____ Date   | _____ Preliminary Building Elevations   |
| _____ Location & Acreage of Land Use   | _____ Status of Existing Buildings on Site  |
| _____ Topographic Information at 2 Ft.)<br>Intervals (Existing & Proposed              | _____ Location of Existing Trees to Remain  |
| _____ Location, Name & Dimensions<br>of Proposed Buildings with Setbacks               | _____ Preliminary Landscape & Buffer Plan   |
| _____ Location, Name & Dimensions of<br>Existing Streets, Easements &<br>Drainage Ways |   |

NOTES:

Four (4) copies of the plans are required. No sheet shall exceed 42" in size. Questions can be directed to the Planning & Development Department at (440) 974-5740 or (440) 942-8796 between 8:00 a.m. & 5:00 p.m.