

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

Please Check Appropriate Box(es)

- | | |
|--|---|
| <input type="checkbox"/> Preliminary Site Plan (Fee \$50 + \$10/Acre) | <input type="checkbox"/> Final Site Plan (Fee \$50 + \$10/Acre) |
| <input type="checkbox"/> Architectural Review/Re-Imaging (Fee \$50) | <input type="checkbox"/> Rezoning (Fee \$100 + \$10/Acre) |
| <input type="checkbox"/> Preliminary Subdivision (Fee \$100 + \$5/Lot) | <input type="checkbox"/> Final Subdivision (Fee \$200 + \$10/Lot) |
| <input type="checkbox"/> 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 PRELIMINARY SITE PLAN**

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

- | | |
|---|---|
| _____ Name of Development | _____ Location, Name and Dimensions of Existing and Proposed Streets, Easements and Drainage ways |
| _____ Name & Address of Developer (And Owner if Different) | _____ Location & Size of All Existing Utilities |
| _____ North Arrow | _____ Preliminary Provisions for Storm Water Management |
| _____ Scale 1" = 50' or Greater | _____ Proposed Parking Lot Layout (include setback, entrances/exit drives and existing drives on the same & opposite side of the street within 50' of the site) |
| _____ Date | _____ Parking Analysis (number of parking spaces required and provided) |
| _____ Number of Sheets | _____ Conditional Use Permit (CUP) If Required |
| _____ Location & Acreage of Land Use | _____ Preliminary Building Elevations |
| _____ Topographic Information at 2 Ft. Intervals (Existing & Proposed) | _____ Status of Existing Buildings on Site |
| _____ Location, Name & Dimensions of Proposed Buildings with Setbacks | _____ Location of Existing Trees to Remain |
| _____ Trip Generation Study | _____ Preliminary Landscape & Buffer Plan |
| _____ Location of any jurisdictional wetlands on-site as delineated by an expert acceptable to the U.S. Army Corp of Engineers. | |

FEES: Preliminary Site Plan Review - \$50 + \$10/acre Conditional Use Permit (if applicable) - \$75

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.

It is suggested and encouraged that the applicant schedule a pre-application conference with the Department of Economic & Community Development and the City Engineer's Office prior to site plan submittal for Commission review.

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.

Comments: