

**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 SUBDIVISION**

SUBDIVISION NAME: _____

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

- | | |
|---|--|
| _____ Location Map (1" = 1000') | _____ Location of existing water bodies, streams, and drainage ditches and other important features. |
| _____ Name of Subdivision | _____ Topography with a maximum contour interval of two feet. Elevations shall be based on mean sea level datum obtained from bench marks established by the City. |
| _____ Name & Address of Developer | _____ Location of any Jurisdictional wetlands on the site as delineated by an expert acceptable to the U.S. Army Corps of Engineers |
| _____ Name of Surveyor / Engineer | _____ Location and Size of Existing Utilities (Sanitary Sewers, Water Mains and Storm Sewers) |
| _____ North Arrow, Scale and Date (Scale shall be 1" = 100') | _____ Preliminary proposal for sanitary sewers, water mains and collection & discharge of surface water |
| _____ Names of Adjoining Property Owners | _____ Tree management Plan indicating trees to be preserved. |
| _____ Current Zoning of Property & Adjacent Property | _____ Location, width, names and classification of all existing and proposed streets, right of ways, and easements (and their designated uses) |
| _____ Location & Dimensions of all boundary lines of property to be subdivided and of adjacent properties | _____ Proposed Street Names |
| _____ The approximate location, area and dimensions of all proposed lots | _____ Development Phasing (if applicable) |
| _____ Location, dimensions, and area of all property to be set aside for parks, open space, or other public or private reservation, with designation of the purpose and proposed ownership thereof. | _____ Letter from The Lake County Sanitary Engineer and Consumers Ohio Water Service indicating that the existing utility systems are capable of meeting the projected demands to be generated by the proposed project |
| _____ Indication of the proposed use of any lot other than residential | |
| _____ Lots shall be numbered consecutively and total number of lots and combined acreage indicated on the plat. | |
| _____ Trip Generation Study | |

FEES: Preliminary Subdivision Review - \$100 + \$5 per Lot

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 subdivision 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 between 8:00 a.m and 5:00 p.m.