

Zoning Permit Process for Large Projects

1. Fill out the zoning permit application
2. Submit 2 copies of the certified site plan and 2 copies of the building plans
3. At this point of the application process, you will need to submit the following fees/deposits:
 - a. Review Fee \$25.00
 - b. Grade Plan Fee \$100 (Residential) \$200 (Commercial)
 - c. Engineer Deposit \$500.00

The site plan will be sent and reviewed by the engineer. Please allow up to 3 weeks for the approval of your site plan.

4. Once we receive your approved site plans, your zoning permit will be prepared and available. When you pick up your permit, you will need to bring the following fees/deposits:
 - a. Zoning Permit Fee (Please see the Zoning Permit Fee list)
 - b. Road Bond Fee (\$5 per lineal foot frontage)
5. Along with your Zoning Permit, you will also receive the Temporary Occupancy Certificate
6. You will also receive your approved site plan and your building plan.
 - a. Bring both the site plan and building plan to the Lake County Building Department

Once the job is complete:

7. You will need to submit the as built along with the Lake County Final Inspection Report
 - The engineer and the zoning director verifies the completed job
 - Once Lake County has completed their final inspection we can release the road bond and remaining engineer deposit
 - When the project is complete, a permanent occupancy certificate will be issued

City of Mentor on the Lake - Zoning Permit Fees 2019

Grade Required Items: (Please fill out the Final Grade Inspection Form)

Addition/Alteration	\$50.00 -For Less than 600 square foot
.....	\$100.00 -For 600 square foot or greater
Attached/Detached Garage	\$50.00
Commercial Building	\$0.05 -Per Square Foot. Not Less than \$100.
New House (Residential)	\$100.00
Permanent Residential Pool (In Ground)	\$50.00

Road Bond Deposit Items:

Addition/Alteration	\$5.00 -Per Front Foot
Demolition	\$100.00
Garage	\$5.00 -Per Front Foot
New House/Commercial	\$12.50 -Per Front Foot
Above Ground Pool	\$35.00
Appeal to Board of Zoning Appeals	\$200.00
Business License	\$10.00
Conditional Use Permits	\$225.00
Contractor Registration	\$50.00
Decks/Slab Patio	\$50.00
Demolition	\$75.00
Engineer Deposit	\$500.00 -Commercial to be determined by engineer
Fence	\$40.00
Fireplace	\$20.00
Grade Plan Fee	\$100.00 -Residential
	\$200.00 -Commercial

.....	\$75.00 -Multi-Family Per Unit
Moving of Building	\$500.00 -On Roller on any public street
.....	\$50.00 -Without traversing any public street or portion thereof
.....	\$150.00 -On a carryall o any public street or portion thereof
Re-Zoning of a Parcel	\$200.00
Sewer/Water Tap	\$15.00 Each
Shed/Utility Building	\$35.00 -For Less than 150 Square Foot
.....	\$50.00 -For 150 Square Foot or Greater
Signs – Permanent and Temporary	\$55.00
Sandwich Board Signs	\$25.00
Street Opening	\$100.00

8-1-1 or 1-800-362-2764 www.OHIO811.org

THINGS TO REMEMBER

Anyone who intends to dig in the state of Ohio can contact OHIO811 24 hours a day, 7 days a week, 365 days a year.



OHIO811.org
Before You Dig

1-800-362-2764
www.OHIO811.org
12467 Mahoning Avenue
North Jackson, Ohio 44451

40

8-1-1 or 1-800-362-2764 www.OHIO811.org


OHIO UNIVERSAL MARKING STANDARDS

APWA COLORS

The American Public Works Association recommended color code shall be used to mark the location of underground facilities, temporary survey markings, and site of intended excavation. When utility company representatives mark a location, they use colored flags and/or paint to identify the type of underground service:

ORC 3781.29(C) | "A utility shall mark its underground facilities using the following color codes:..."

- RED** Electric Power Lines, Cables, Conduit and Lighting Cables
- YELLOW** Gas, Oil, Steam, Petroleum, or Gaseous Materials
- ORANGE** Communication, Alarm or Signal Lines, Cables or Conduit
- BLUE** Potable Water
- PURPLE** Reclaimed Water, Irrigation and Slurry Lines
- GREEN** Sewers and Drain Lines
- PINK** Temporary Survey Markings
- WHITE** Proposed Excavating





City of Mentor-on-the-Lake

5860 Andrews Road, Mentor-on-the-Lake, OH 44060-2827

Phone: (440) 257-7216 Fax: (440) 257-2766

www.CityMOL.org

Zoning Permit Application

Owner Name: _____

Contractor Name: _____

Address: _____

Address: _____

City/Zip: _____

City/Zip: _____

Phone #: _____

Phone #: _____

Type of Construction: _____

Location of Construction: _____

Estimated Cost of Improvement: \$ _____

Please attach appropriate drawings

Signature of Applicant: _____

Date: _____

---FOR OFFICE USE ONLY---

ZONING INSPECTOR

Date: _____

Approved: _____

Denied: _____

Reason for Denial: _____

BOARD OF ZONING APPEALS

Date: _____

Approved: _____

Denied: _____

Reason for Denial: _____

PLANNING AND ZONING COMMISSION

Date: _____

Approved: _____

Denied: _____

Reason for Denial: _____

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> House | <input type="checkbox"/> Addition/Alterations | <input type="checkbox"/> Permanent Sign | <input type="checkbox"/> Fence- Type: _____ |
| <input type="checkbox"/> Detached Garage | <input type="checkbox"/> In-Ground Pool | <input type="checkbox"/> Temporary Sign | <input type="checkbox"/> Shed |
| <input type="checkbox"/> Attached garage | <input type="checkbox"/> Above Ground Pool | <input type="checkbox"/> Sandwich Board Sign | <input type="checkbox"/> Other |

Permit #: _____ Permit Date: _____ Zoning Fees: _____

Road Bond Deposit \$ _____

Engineer Deposit \$ _____

Receipt #: _____

Date: _____