



City of Mentor on the Lake

Zoning Permit Application -LARGE PROJECTS-

PROJECT LOCATION ADDRESS: _____

PARCEL #: _____

PROJECT: Addition Attached Garage Detached Garage New House/Building
 Other: _____

ESTIMATED PROJECT COST: _____

Residential Project

- \$25.00 Review Fee
- \$100.00 Grade Plan Fee
- \$500.00 Engineer Deposit
- = **\$625.00** (Due with application & plans)

Commercial Project

- \$25.00 Review Fee
- \$200.00 Grade Plan Fee
- \$1,000.00 Engineer Deposit
- = **\$1,225.00** (Due with application & plans)

*****Zoning Permit Fee and Road Bond Deposit are due after approval of submitted plans.*****

2 copies of building plans along with 2 copies of certified site plans must be submitted with your application

1286.06 The site plan shall be prepared by a professional engineer, surveyor, landscape architect, or such other qualified professional and shall be based on a survey of the affected land. Two copies of the site plan shall be submitted. The site plans shall include the following information:

- (1) The boundaries of the lot with dimensions.
- (2) The locations of all designated watercourses.
- (3) The limits, with dimensions, of the riparian setbacks.
- (4) The existing topography at intervals of two feet.
- (5) The location and dimensions of any proposed structures or uses, including proposed soil disturbance, in relationship to all designated watercourses.
- (6) North arrow, scale, date, and stamp bearing the name and registration number of the qualified professional who prepared the site plan.
- (7) Other such information as may be necessary for the City to ensure compliance.

OWNER INFORMATION

Owner Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone #(s): _____

Email: _____

@ _____

COMPANY/CONTRACTOR INFORMATION

***Company/Contractor must be registered with the City of MOL before any work can be performed.

Company Name: _____

Contact Person: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone #(s): _____

Email: _____

@ _____

Applicant's Signature _____

Date _____

5860 ANDREWS RD, MENTOR ON THE LAKE OH 44060 - P (440) 257-7216 F (440) 257-2766 - WWW.CITYMOL.ORG



City of Mentor on the Lake

Zoning Permit Application -LARGE PROJECTS-

PLEASE KEEP THIS PAGE AS A REFERENCE DURING YOUR PROJECT!

Step 1

SUBMIT THE FOLLOWING:

- Zoning Permit Application, filled out in its entirety
- Certified Site Plans with Grade & Building Plans (2 copies of each)
- Check/Cash for the following fees/deposit:

Residential Project = \$625.00

\$25.00 Review Fee
\$100.00 Grade Plan Fee
\$500.00 Engineer Deposit

Commercial Project = \$1,225.00

\$25.00 Review Fee
\$200.00 Grade Plan Fee
\$1,000.00 Engineer Deposit

****Please allow up to 3 weeks for the return of your site plans****

Your plans are being reviewed by the City Engineer

Step 2

1. You will receive a call that your site plans are approved and your zoning permit is prepared
2. You may now pick up your approved site plans and zoning permit.
3. You will need to bring check/cash for the Zoning Permit Fee and Road Bond Deposit:

Zoning Permit Fee

Addition - \$50.00 (Less than 600 sq. ft.)

\$100.00 (600 sq. ft. or Greater)

Change of Grade – No additional fees are needed unless the actual Engineer cost exceeds the original deposit amount.

Garage – \$50.00

New House/New Building - \$100.00 (Residential)

\$0.05 per front foot (Commercial)

Minimum Amount of \$100.00

Road Bond Deposit

Addition - \$5.00 per front foot

Garage - \$5.00 per front foot

New House/New Building - \$12.50 per front foot

(Residential & Commercial)

Bring your approved site plans and building plans to the Lake County Building Department

Step 3

YOUR PROJECT IS COMPLETE:

1. Submit the as-built for final zoning approval
2. The City Engineer and Zoning Inspector will review the as-built plans to verify the completed project

Step 4

1. You will receive a call that your as-built plans are approved and available for pickup
2. Take the approved as-built to Lake County Building Department for final inspection

Step 5

1. Once Lake County Building Department submits its approved final inspection, your Road Bond and remaining Engineer Deposit funds will be released
2. A permanent Occupancy Certificate will be issued by Lake County.