CITY OF PATASKALA PLANNING & ZONING DEPARTMENT

621 West Broad Street, Suite 2A
Pataskala, Ohio 43062

DRIVEWAY PERMIT APPLICATION

(Pataskala Codified Ordinances Sections 1121.13 and 1291.02)

Property Information		
Address:		
Parcel Number:		
Zoning:	Acres:	

Staff Use
Application Number:
Fee:
Filing Date:
Receipt Number:

Applicant Information		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Documents
❑ Application
❑ Fee
❑ Site Plan

Property Owner Information		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Driveway Information
Describe the Project (Materials, dimensions, distance to property lines, etc.)

Documents to Submit
Driveway Application: Submit one (1) copy of the Driveway Permit Application.
Fee: Application fee of $30.00
Site Plan: Submit one (1) copy of a site plan showing the following:
• Location of all existing buildings and structures
• Driveway location and dimensions
• Driveway distance to property lines
• Property lines, easements and right-of-way

Important Information

Applicability: A Driveway Permit is required for new driveways or the expansion of an existing driveway.

Driveway Regulations: All driveways must meet the following regulations:

- Driveways must be graded and maintained so water does not accumulate or drain onto an adjacent property.
- Driveways cannot encroach onto an adjacent property.
- Driveways must have a minimum width of 10 feet as measured from the curb to the nearest portion of the garage.
- Additional regulations for driveways in Platted Subdivisions:
  - The driveway must have a maximum grade of 10 percent.
  - The driveway and apron must be located at least three (3) feet from the side lot line.
  - The apron must be three (3) feet wider than the driveway on each side.
  - The driveway must hard-surfaced with asphalt, concrete or pavers.
  - A concrete driveway must have a minimum depth of four (4) inches.
- **It is the property owner's responsibility to determine property lines and certify the driveway meets the appropriate setbacks at the time of installation or construction.**

Home Owners Association:

- It is important to check with the neighborhood Home Owners Association, if applicable, for any driveway requirements they may have.
- Driveways may require approval from the Home Owners Association prior to construction.

Public Service Department:

- A Right-of-Way permit may be required by the Public Service Department if work is to be done within the public right-of-way.
- Please contact the Public Service Department at 740-927-0145 for additional information.

Inspections:

- The Pataskala Planning and Zoning Department will inspect driveways constructed of concrete in platted subdivisions twice:
  1. First inspection once the driveway forms are placed.
  2. Second inspection upon completion to ensure that the driveway complies with the approved permit.
- All other driveways will be inspected by the Pataskala Planning and Zoning Department upon completion to ensure that the driveway complies with the approved permit.
- To schedule an inspection please contact the Zoning Inspector at 740-927-3885.

Signatures

I certify the facts, statements and information provided on and attached to this application are true and correct to the best of my knowledge and understand the requirements for a driveway. Also, I authorize City of Pataskala staff to inspect the property as necessary as it pertains to this application.

Applicant (Required):	Date:
Property Owner (Required):	Date:

Zoning Inspector

❑ Approved ❑ Disapproved	PZC/BZA Application Number:	
Zoning Inspector:	Approval Date:	Expiration Date:
Conditions:		