



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
<input type="checkbox"/> Application
<input type="checkbox"/> Fee
<input type="checkbox"/> 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:
<ul style="list-style-type: none">• 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:



Permit # _____

Fee: \$15.00

**Right-of-Way
Work Permit Application**
(Ordinance 905.02)

Applicant: _____

Date: _____

Applicant's address: _____
(Street, City, Zip code)

Applicant's telephone #: _____ Applicant's fax #: _____

Property owner: _____

Property owner's address: _____
(Street, City, Zip code)

Property owner's telephone #: _____

Location of project: _____

Please attach a copy of the project plans and submit with this application (if applicable).

Describe the work to be completed, **including materials to be used:**
(i.e. pipe type, fill material, etc...)

The above applicant agrees to adhere to all sections of City of Pataskala Codified Ordinances, Chapter 905, as it relates to work in the right-of-way.

If the proposed construction/installation requires the opening of the pavement, you must provide the following information:

1. Conditions necessitating opening of pavement: _____

2. The opening to be made in the pavement will be _____ feet long by _____ feet wide and _____ feet deep.

3. Pavement will be replaced by (list contractor) _____ to the satisfaction of the Director of Public Services.

The applicant hereby agrees to backfill the trench of said opening in compliance with the standards of the Ohio Department of Transportation using construction methods, materials, and workmanship as prescribed in the Construction Materials Specifications (Current Edition) of the Department of Transportation.

All work requiring workers or vehicles on the pavement or roadway shoulders shall comply with all of the Ohio Manual of Uniform Traffic Control Devices and item 614 (Maintaining Traffic) of the Ohio Department of Transportation construction and material specifications. Failure to comply with this requirement will be cause for immediate suspension of this permit until proper traffic controls have been implemented.

48 HOURS PRIOR TO EXCAVATION, ALL PERMITTEES MUST NOTIFY THE OHIO UTILITIES PROTECTION SERVICE AT 1-800-362-2764.

We agree to comply with all of the conditions, restrictions, and regulations of the Department of Transportation and the City of Pataskala.

Applicant's name (print)

Date

Applicant's signature