



# 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		Staff Use	
Address:		Application Number:	
Parcel Number:		Fee:	
Zoning:	Acres:	Filing Date:	
		Receipt Number:	
Applicant Information			
Name:			
Address:			
City:	State:	Zip:	
Phone:	Email:		
Owner Information		Documents	
Name:		<input type="checkbox"/> Application	
Address:		<input type="checkbox"/> Fee	
City:	State:	<input type="checkbox"/> Site Plan	
Phone:	Email:		
Driveway Information			
Describe the Project (driveway dimensions, location, etc.)			
Documents to Submit			
<b>Driveway Application:</b> Submit 1 copy of the driveway permit application.			
<b>Fee:</b> Application fee of \$30.00			
<b>Site Plan:</b> Submit two (2) copies 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 all driveways and driveway aprons.

**Driveway Regulations:** All driveways must meet the following regulations:

- Driveways must have a maximum grade of 10 percent.
- Driveways and curb cuts must be located at least three (3) feet from the side lot line.
- Driveways must have a minimum width of 10 feet.
- The curb cut flare or apron must be three (3) feet wider than the driveway on each side.
- Driveways in a platted subdivision must be hard-surfaced with asphalt, cement or pavers.
- Driveways must be graded and maintained so water does not accumulate or drain onto an adjacent property.
- 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.

**Inspections:**

- The Pataskala Planning and Zoning Department will inspect the driveway 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.
- To schedule an inspection please call the Zoning Inspector at 740-927-3885.

**Public Service Department:** The Public Service Department will review the driveway permit application if work is to be done in the right of way.

## 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:	Date:
Owner:	Date:

## Zoning Inspector

Approved     Disapproved

Zoning Inspector:	Approval Date:	Expiration Date:
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Conditions:

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