



CITY OF PATASKALA PLANNING AND ZONING DEPARTMENT

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

2016 NEW RESIDENTIAL CONSTRUCTION CHECKLIST

In 2016 you will be required to submit a Construction Checklist ***BEFORE*** submitting applications, plans or blueprints. The checklist enables us to quickly process your application and is designed to save you time and money!

- Checklist provides a list of the ***ONLY*** information we need included with your application. (DO NOT submit plans of bathrooms, cabinets, staircases, roof construction, etc.)
- By using our Checklist, your Zoning Permit Application can be “pre-approved” entirely by email, eliminating your cost of a courier, and allows us to issue a Zoning Permit in as little as three business days.

On the next page, you will find directions for completing the required Checklist. If you have any questions please do not hesitate to contact us.

Steven Blake
Zoning Inspector
City of Pataskala
(740) 927-3885
sblake@ci.pataskala.oh.us

INSTRUCTIONS FOR SUBMITTING NEW RESIDENTIAL CONSTRUCTION CHECKLIST

(Please follow these steps and call with any questions)

Step # 1 *Check your Site Plan and confirm that all items that are listed on the Site Plan Checklist are on your plan.*

Step # 2 *Complete **ALL ITEMS** on the Site Plan and Elevation Plan checklists.*
List “N/A” if any areas do not apply. (Example: “Light Post Location if required)

Step # 3 Email your SITE PLAN AND BOTH CHECKLIST (Site and Elevation)
to sblake@ci.pataskala.oh.us
We will return by email your Site Plan and Elevation plans that will be marked as
“PRE-APPROVED” or “Additional Information Required”.
*If additional information is required, resubmit the appropriate plan with the
requested information. **Handwritten information will not be accepted.***

Step # 4 We will review both plans and notify you of FINAL approval.

Step # 5 When you receive FINAL PRE-APPROVAL notification, submit the following
by regular mail or courier:

- One copy of the “Approved Site Plan” (11 X 17 inch required)
- One copy of the “Approved Building Elevation” (11 X 17 inch required)
- A signed original Zoning Permit Application with a check for the required fee payable to the City of Pataskala

There are *ONLY 2 Plans* that you will need to submit:

1. SITE PLAN:

All items ***listed*** on the ***Site Plan Checklist***, MUST be on your Final Site Plan.
(Site Plan Checklist provides these items)

2. ELEVATION PLAN:

All items ***listed*** on the ***Elevation Plan Checklist*** MUST be on the Final Elevation Plan. (Elevation Plan Checklist provides these items)

SITE PLAN *All items are REQUIRED ON the Site Plan*

- Location of house and dimensions to property lines
- Plan lot coverage of structures, driveways, patios, walks and other impervious surface.
- Plan elevation at top of foundation
- Lamp Post Location (if required)
- Proposed grading of the lot
- Notation on site plan that all utilities shall be located underground.
- Improvements (patio, deck, etc.)
- List on Site Plan location of all easements (if present)
- Lot Width _____
- Lot Depth _____
- Front Yard Setback _____
- Right Side Setback _____
- Left Side Setback _____
- Back Yard Setback _____
- Number and location of trees to be planted on property (if required) _____
- Water/Sanitary Tap Locations (if developed with water and sewer)**
Tap locations may not be in concrete or asphalt or state on plan "Will be relocated if in driveway"
- Health Department Letter approving property for well and septic (if developed without water and/or sewer)**

Driveway

- At least 10 feet wide Actual _____
- At least 3 feet from the property line Actual _____
- Less than 10 percent slope Actual _____
- Apron 3 feet wider than driveway on each side Actual _____

Sidewalks

(Required if lot width is less than 100 feet)

- Width of 4 feet Actual _____
- Depth of 4 inches Actual _____
- Distance of 5 feet from back of curb Actual _____
- Outside edge at least 1 foot from right of way Actual _____

Name of Sub Division _____ Site Location Lot Number _____

Site Location Street Address _____

Building Elevations

All items are REQUIRED ON the Building Elevation Plan

- Front elevation _____
- Side elevations (Left) _____
- Side elevations (Right) _____
- Rear elevation _____ Note: All four Elevations may be listed on one sheet.
- House Height _____ or note on plan **“House height not to exceed 35 feet”**
(R87 and AG Zoning House Height not to exceed 40 feet)
- Siding Thickness _____ (Minimum of 0.40)
- Type of Material _____
- House Square Footage _____
- Basement Square Footage _____

