



## **CITY OF PATASKALA PLANNING AND ZONING DEPARTMENT**

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

### **NEW RESIDENTIAL CONSTRUCTION CHECKLIST**

To make the permitting process as efficient as possible, the Planning and Zoning Department has designed a New Residential Construction Checklist. This checklist will indicate the plans that need to be submitted as part of the application in addition to the items that need to be indicated on each plan.

The following plans need to be submitted as part of an application for New Residential Construction:

1. Site Plan
2. Elevation Plan
3. Erosion and Sediment Control Plan

It is encouraged that you submit a copy of each plan along with the corresponding checklist by email prior submittal of an application. This will allow the Planning and Zoning Department the ability to “pre-approve” the plans and enables us to quickly process the application once it is formally submitted.

On the next page, you will find a step by step process for new residential construction and the corresponding checklists for the three plans listed above. If you have any questions, please do not hesitate to contact me.

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## INSTRUCTIONS FOR NEW RESIDENTIAL CONSTRUCTION

- Step # 1** Create a Site Plan, Elevation Plan and Erosion and Sediment Control Plan based upon the items listed in the corresponding checklists.
- Step # 2** Complete all items on the Site Plan checklist, Elevation Plan checklist and Erosion and Sediment Control checklist based upon the corresponding plans. If certain requirements do not apply, mark that section of the checklist with “N/A” (Example “Front Lamp Post Location if required”)
- Step # 3** Email the Site Plan, Elevation Plan and Erosion and Sediment Control Plan along with the corresponding completed checklists to [jkuntzman@ci.pataskala.oh.us](mailto:jkuntzman@ci.pataskala.oh.us)
- Step # 4** The Site Plan, Elevation Plan and Erosion and Sediment Control Plan along with the corresponding checklists will be reviewed. If revisions are required, an email will be sent indicating what revisions need to be made; **Step #3** is repeated. If no revisions are required the Planning and Zoning Department will send an email indicating that the Site Plan, Elevation Plan and Erosion and Sediment Control Plan are correct and you may formally submit your New Residential Construction Application.
- Step # 5** Submit a New Residential Construction Application, by mail or in person, to the Planning and Zoning Department including the following:
- New Residential Construction Application and associated fee
  - Site Plan (11 x 17 inch)
  - Elevation Plan (11 x 17 inch)
  - Erosion and Sediment Control Plan (11 x 17 inch)
  - Certificate of Compliance Application and associated fee
- Step # 6** Once reviewed, an approved copy of the New Residential Construction Application, Site Plan, Elevation Plan and Erosion and Sediment Control Plan will be returned. The approved application will be necessary to obtain a building permit from the Licking County Building Department (740-349-6671).
- Step # 7** Installation of the driveway and sidewalks will require inspection by the Planning and Zoning Department for both the forms and following installation. Please call 740-927-3885 to schedule an inspection.
- Step # 8** Once the home is complete, the Planning and Zoning Department will need to inspect before a Certificate of Compliance can be issued and the homeowner can move in. Please call 740-927-3885 to schedule an inspection.

# SITE PLAN

All items in the checklist below must be addressed on the Site Plan. Handwritten notations will not be accepted.

- Address:** \_\_\_\_\_
- Subdivision Name:** \_\_\_\_\_
- Lot Number:** \_\_\_\_\_
- Zoning:** \_\_\_\_\_
- Location of house and dimensions to property lines**
- Setbacks**
  - Front Provided: \_\_\_\_\_ Required: \_\_\_\_\_
  - Side (Left) Provided: \_\_\_\_\_ Required: \_\_\_\_\_
  - Side (Right) Provided: \_\_\_\_\_ Required: \_\_\_\_\_
  - Rear Provided: \_\_\_\_\_ Required: \_\_\_\_\_
- House elevation at top of foundation**
- Proposed grading of the lot**
- Notation that all utilities shall be located underground**
- Location of all easements**
- Lot Size** Provided: \_\_\_\_\_ Required: \_\_\_\_\_
- Lot Width** Provided: \_\_\_\_\_ Required: \_\_\_\_\_
- Lot Dimensions**
- Lot coverage of structures, driveways, patios, walks and other impervious surfaces**
- Improvements** (patio, deck, etc.)
- Front Lamp Post Location** (if required)
- Water and Sanitary tap locations** (if applicable)  
*(Tap locations shall not be in concrete or asphalt or a notation on plan "Will be relocated if in driveway or sidewalk")*
- Health Department approval for well and septic** (if applicable)
- Number and location of trees** (if required) Provided: \_\_\_\_\_ Required: \_\_\_\_\_
- Driveway** (applicable to homes in platted subdivisions only)
  - At least 10 feet wide Provided: \_\_\_\_\_ Required: \_\_\_\_\_
  - At least 3 feet from side property lines Provided: \_\_\_\_\_ Required: \_\_\_\_\_
  - Apron 3 feet wider than drive on each side Provided: \_\_\_\_\_ Required: \_\_\_\_\_
  - Max. grade of 10% (from back of sidewalk to garage) Provided: \_\_\_\_\_ Required: \_\_\_\_\_
  - Material (concrete, asphalt or pavers only)
- Sidewalks** (required if lot width is less than 100 feet)
  - Width of 4 feet Provided: \_\_\_\_\_ Required: \_\_\_\_\_
  - Depth of 4 inches Provided: \_\_\_\_\_ Required: \_\_\_\_\_
  - Distance of 5 feet from back of curb Provided: \_\_\_\_\_ Required: \_\_\_\_\_
  - Outside edge at least 1 foot from right-of-way Provided: \_\_\_\_\_ Required: \_\_\_\_\_

## ELEVATION PLAN

All items in the checklist below must be addressed on the Elevation Plan. Handwritten notations will not be accepted. Construction details and floorplans are not required.

- Address:** \_\_\_\_\_
- Subdivision Name:** \_\_\_\_\_
- Lot Number:** \_\_\_\_\_
- Zoning:** \_\_\_\_\_
- Elevations**
  - Front
  - Side (Left)
  - Side (Right)
  - Rear
- House Height**  
(or note on plan "house not to exceed \_\_ feet")      Provided: \_\_\_\_\_      Required: \_\_\_\_\_
- Siding Material**
- Siding Thickness** (Minimum of 0.04)      Provided: \_\_\_\_\_      Required: \_\_\_\_\_
- House square footage**      Provided: \_\_\_\_\_      Required: \_\_\_\_\_
- Basement square footage**      Provided: \_\_\_\_\_      Required: \_\_\_\_\_

## EROSION AND SEDIMENT CONTROL PLAN

All items in the checklist below must be addressed on the Erosion and Sediment Control Plan. Handwritten notations will not be accepted.

- Address:** \_\_\_\_\_
- Subdivision Name:** \_\_\_\_\_
- Lot Number:** \_\_\_\_\_
- Location of house and dimensions to property lines**
- Proposed drainage of the lot**
- Location of silt fencing, straw waddles, etc.**
- Curb inlet protection**
- Drop inlet protection**
- Soil stockpile**
- Notation on plan that "Erosion and sediment control measures shall function properly and shall be maintained throughout construction".**
- Notation on plan that "positive drainage shall be maintained away from structures".**