

## Swimming Pool Permit Application Checklist

- Completed Development Permit Application (front & back)
- Letter of Authorization (permission to act on behalf of the registered property owner)
- Site Plan\*\* – please show the following:
  - All Property Lines
  - All existing structures (House, shed, fence, etc.)
  - Setbacks (Distance, in feet, from all property lines to proposed swimming pool – minimum 3’ from property line)
  - Any known easements related to your property
  - Location of any gates in fence enclosure
- Image of Fence Style (NOTE: Fences that enclose swimming pools must be 6’ in height and fully enclose the pool. This includes surrounding decks & railings. Please refer to pamphlet entitled “Safer Pool Fencing Checklist” for more information.)
- Permit Fee - \$50.00

**\*\*Please note for in-ground pools, a grading plan prepared by a certified surveyor may be required to ensure adequate stormwater management.**