

### Application for Swimming Pool Enclosure Permit

<b>A. Location of Proposed Swimming Pool</b>					
Street Address:			Unit#		Lot/Con
<b>B. Owner Information</b>					
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent					
Last Name:		First Name:		Company:	
Street Address:					
Town:		Postal Code:	Prov.	E-mail:	
Phone No:		Fax No:		Cell No:	
<b>C. Applicant/Contractor Information</b>					
Last Name:		First Name:		Company:	
Street Address:					
Town:		Postal Code:	Prov.	E-mail:	
Phone No:		Fax No:		Cell No:	
<b>D. Type of Swimming Pool</b>					
Above Ground <input type="checkbox"/> In-ground <input type="checkbox"/> Inflatable <input type="checkbox"/> Hot Tub <input type="checkbox"/> Swim Spa <input type="checkbox"/> Whirlpool <input type="checkbox"/>					
Estimated Construction Cost: \$ _____					
<b>E. Type of Enclosure</b>					
Chain Link <input type="checkbox"/> Board-on-board <input type="checkbox"/> Surround Deck <input type="checkbox"/> Wrought Iron <input type="checkbox"/> Other <input type="checkbox"/>					
Comments: _____ _____					
<b>F. Application Requirements</b>					
Permit Application <input type="checkbox"/>			Road Occupancy Permit <input type="checkbox"/>		
Site Plan <input type="checkbox"/>			Application Fee <input type="checkbox"/>		
LSRCA Approval (If Required) <input type="checkbox"/>			Other <input type="checkbox"/> _____		
ORM Approval (If required) <input type="checkbox"/>					
<b>G. Declaration of Applicant</b>					
I _____ certify that: (print name)					
1. The information contained in this application, attached schedules, attached plans and specifications and other attached documentation is true to the best of my knowledge;					
2. I have the authority to bind the corporation/partnership (if the owner or applicant is a corporation or partnership)					
3. Personal information is collected under the authority of the <u>Municipal Act, 2001, S.O. 2001, c. 25, s.8, s.11</u> and will be used for the purpose of responding to your request. Your personal information will be protected in accordance with the <u>Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)</u> . Questions about this collection and use of your personal information may be directed to the Town of East Gwillimbury's Privacy and Information Coordinator at 905-478-4283 Ext. 1414, 19000 Leslie Street, Sharon, Ontario, L0G 1V0, MFIPPA@eastgwillimbury.ca.					
Signature: _____			Date: _____		



**ROAD OCCUPANCY PERMIT  
APPLICATION (UTILITY/CONTRACTOR)**

**The undersigned hereby applies for:  
ROAD OCCUPANCY PERMIT, WATER, SEWER**

**APPLICANT INFORMATION:**

Contractor: _____	For: _____ (Utility Co.)
Contractor Address: _____	Address: _____
Contact Phone: _____	Cell: _____
Fax: _____	Email: _____
Date: _____	Time: _____
YYYY / MM / DD	HH MM

**LOCATION AND DATE(S) OF ROAD OCCUPANCY:**

LOCATION/ADDRESS \_\_\_\_\_

CROSS STREET \_\_\_\_\_

To be occupied From: \_\_\_\_\_ To: \_\_\_\_\_

**SUPPORTING DOCUMENTATION**

Book 7 Traffic Management Plan attached  YES  NO

**DESCRIPTION OF WORKS (Briefly describe and sketch the work to be undertaken - may be attached)**

Hand Dig Within 1m (3.28ft) as measured horizontally from the field markings: depth varies and must be determined by hand

**APPLICANT REQUIREMENTS**

*Upon obtaining the Road Occupancy Permit the applicant agrees to the following:*

- (a) Abide by and adhere to the Town of East Gwillimbury By-law Number 73-28
- (b) Before commencing work provide and during the course of the occupancy maintain and abide by a Traffic Management Plan according to the standards set forth in Ontario Traffic Manual Book 7 - Temporary Conditions.
- (c) All installations within municipal right of way must be a minimum of 1 metre in depth.
- (d) Any sidewalk bays that are removed, are to be temporarily replaced with asphalt - no more than 3/4" deficiency/lip. Concrete to be replaced within 30 days of work completion.
- (e) No spray paint on sidewalks. Use of flags only.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For office use only:**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## POOL ENCLOSURE PERMIT APPLICATION REQUIREMENTS CHECKLIST

### PERMIT APPLICATION DOCUMENTS

LSRCA Approval (if applicable)	<input type="checkbox"/>
Oak Ridges Moraine – Planning Department Approval (if applicable)	<input type="checkbox"/>
Developer Approval Letter for unassumed properties	<input type="checkbox"/>
Pool Brochure (for above ground pools only)	<input type="checkbox"/>
Road Occupancy Permit (required for all commercial pool installation vehicles that will be parked on roadways)	<input type="checkbox"/>
Site Plan with all required information provided	<input type="checkbox"/>

### FEES

Pool Enclosure Permit Deposit (not required for Hot Tubs/Swim Spas)	\$	<input type="checkbox"/>
Pool Enclosure Permit Fee	\$	<input type="checkbox"/>
Road Occupancy Fee (if applicable)	\$	<input type="checkbox"/>
Lot Grading Review	\$	<input type="checkbox"/>
Septic Review Fee (if applicable)	\$	<input type="checkbox"/>
<b>TOTAL FEES:</b>	<b>\$</b>	<input type="checkbox"/>

### SITE PLAN REQUIREMENTS (must be a true representation of the property)

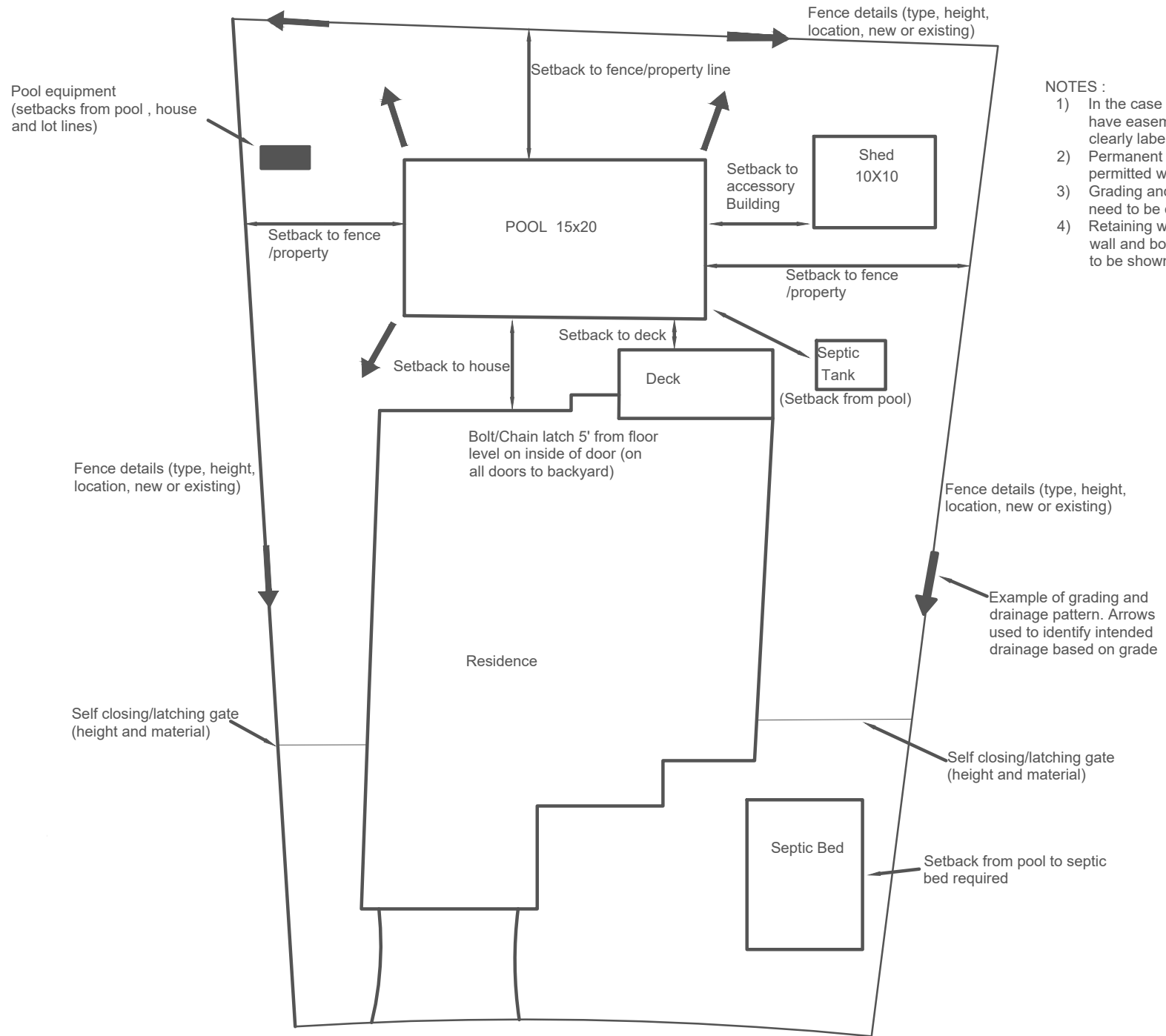
Pool location and dimensions	<input type="checkbox"/>
All accessory buildings (sheds, cabanas, gazebos, etc)	<input type="checkbox"/>
Pool equipment location	<input type="checkbox"/>
Fencing details	<input type="checkbox"/>
Easements	<input type="checkbox"/>
Drainage plan	<input type="checkbox"/>
All setbacks and dimensions (detailed on pg.2)	<input type="checkbox"/>
Retaining Walls (new and existing)	<input type="checkbox"/>
Landscaping (proposed and existing)	<input type="checkbox"/>
Septic System (bed and tank locations) – if required	<input type="checkbox"/>

**SETBACKS AND DIMENSIONS** (all information below must be noted on Site Plan)

<b>POOL TO LOT LINES</b>	
Rear Setback:	<input type="checkbox"/>
Side Setback:	<input type="checkbox"/>
Side Setback:	<input type="checkbox"/>
<b>POOL TO FENCE</b>	
Rear Setback:	<input type="checkbox"/>
Side Setback:	<input type="checkbox"/>
Side Setback:	<input type="checkbox"/>
<b>POOL SETBACKS</b>	
To house:	<input type="checkbox"/>
To Accessory building(s):	<input type="checkbox"/>
To decking:	<input type="checkbox"/>
To septic bed and tank (if required):	<input type="checkbox"/>
Pool dimensions:	<input type="checkbox"/>
<b>POOL EQUIPMENT SETBACKS</b> (heaters and pumps)	
To Pool:	<input type="checkbox"/>
To Lot Lines:	<input type="checkbox"/>
<b>ABOVEGROUND POOLS</b>	
Height:	<input type="checkbox"/>
Upper Decking Details (may require Building Permit):	<input type="checkbox"/>
<b>FENCING</b>	
Type(s):	<input type="checkbox"/>
New or existing fence:	<input type="checkbox"/>
Location:	<input type="checkbox"/>
Height and construction details:	<input type="checkbox"/>
<b>GATES</b>	
Locations:	<input type="checkbox"/>
Height and construction details:	<input type="checkbox"/>
Must be self-closing, latching and locking:	<input type="checkbox"/>
Bolt/chain latches 5' above floor level on inside of all man doors leading into pool area:	<input type="checkbox"/>
<b>HOT TUBS/SWIM SPA</b> (does not require fencing if it has a cover, but still requires all site plan requirements)	
Lockable cover (must be noted on plan):	<input type="checkbox"/>
Cover must be able to withstand 200lbs of weight (must be noted on plan):	<input type="checkbox"/>

# Plan to be a true representation of the property

# Example of Pool Site Plan



## NOTES :

- 1) In the case where properties have easements they must be clearly labeled.
- 2) Permanent structures are not permitted within easements
- 3) Grading and drainage patterns need to be clearly defined
- 4) Retaining walls require top of wall and bottom of wall grades to be shown