

Application for Swimming Pool Enclosure Permit

A. Location of Proposed Swimming Pool			
Street Address:		Unit#	Lot/Con
B. Owner Information			
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:	
C. Applicant/Contractor Information			
Last Name:	First Name:	Company:	
Street Address:			
Town:	Postal Code:	Prov.	E-mail:
Phone No:	Fax No:	Cell No:	
D. Type of Swimming Pool			
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: \$ _____			
E. Type of Enclosure			
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: _____ _____			
F. Application Requirements			
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"/>			
G. Declaration of Applicant			
I _____ certify that: (print name)			
<p>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;</p> <p>2. I have the authority to bind the corporation/partnership (if the owner or applicant is a corporation or partnership)</p> <p>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, LOG 1V0, MFIPPA@eastgwillimbury.ca.</p>			
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 ¾" 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"/>
TOTAL FEES:	\$	<input type="checkbox"/>

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

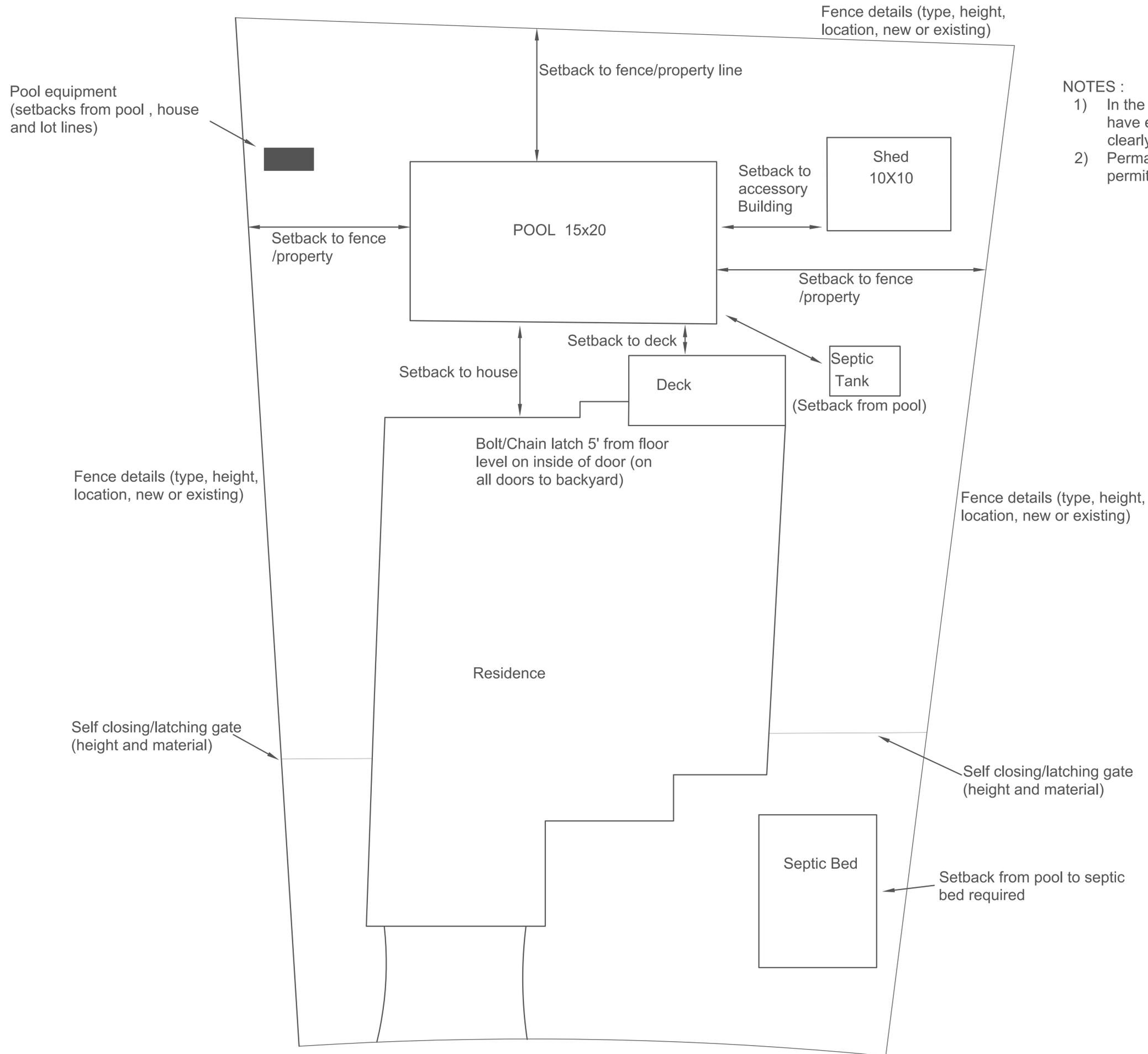
Pool location and dimensions	<input type="checkbox"/>
All accessory buildings (sheds, cabanas, gazebos, etc)	<input type="checkbox"/>
Pool equipment location	<input type="checkbox"/>
Fencing details	<input type="checkbox"/>
Easements	<input type="checkbox"/>
Drainage plan	<input type="checkbox"/>
All 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)

POOL TO LOT LINES	
Rear Setback:	<input type="checkbox"/>
Side Setback:	<input type="checkbox"/>
Side Setback:	<input type="checkbox"/>
POOL TO FENCE	
Rear Setback:	<input type="checkbox"/>
Side Setback:	<input type="checkbox"/>
Side Setback:	<input type="checkbox"/>
POOL SETBACKS	
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"/>
POOL EQUIPMENT SETBACKS (heaters and pumps)	
To Pool:	<input type="checkbox"/>
To Lot Lines:	<input type="checkbox"/>
ABOVEGROUND POOLS	
Height:	<input type="checkbox"/>
Upper Decking Details (may require Building Permit):	<input type="checkbox"/>
FENCING	
Type(s):	<input type="checkbox"/>
New or existing fence:	<input type="checkbox"/>
Location:	<input type="checkbox"/>
Height and construction details:	<input type="checkbox"/>
GATES	
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"/>
HOT TUBS/SWIM SPA (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"/>

Example Site plan

Plan to be a true representation of the property



NOTES :

- 1) In the case where properties have easements they must be clearly labeled.
- 2) Permanent structures are not permitted within easements