



## **SWIMMING POOL ENCLOSURE APPLICATION CHECKLIST**

**Documents listed below are required for a complete pool enclosure application submission:**

Completed Pool Enclosure application

Copy of Deed or Tax Bill (proof of land ownership)

Completed Pool Enclosure Setback Waiver

Agent Authorization form (required if the property owner is not submitting the application)

Site plan indicating the following:

- Location of proposed pool and distances to all property lines, fence, pool pump, septic tank, tile bed, any overhead wires, and all existing structures.
- Property address.
- Location of all doors within walls of building or structure proposed to form part of the pool enclosure.

Site plan may be hand drawn but must be clear/legible.

Fence details including type of fence and height, all gates (self-closing, self-latching): See section 3.7 of Pool Bylaw 2014-33

Approvals from other agencies as required (Ex: Conservation Authority, South Frontenac Planning Department).

**[Site Plan below or attach separate page:](#)**

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For Office Use Only	
Application number:	Permit number:
Date received:	Roll number:

Application submitted to:                     **Township of South Frontenac**                    

A. Address of proposed swimming pool:				
Civic #, Street name, Town:				
Municipality: <b>South Frontenac</b>		Province: ON Postal Code:		
B. Applicant information:				
Last name:	First name:		Corporation or partnership:	
Civic #, Street name, Town:				Unit #:
Municipality:	Postal code:	Province:	E-mail:	
Phone #:		Cell #:		
C. Owner (if different from applicant):				
Last name:	First name:		Corporation or partnership:	
Civic #, Street name, Town:				Unit #:
Municipality:	Postal code:	Province:	E-mail:	
Phone #:		Cell #:		
D. Type of swimming pool:				
Above ground pool	In-ground pool	On-ground pool	Inflatable pool	Hot tub
E. Type of enclosure:				
Chain link (max 1 ½" ) mesh	Wood boards	Wrought iron	Other	
Estimated cost of pool enclosure: \$ _____				
Comments: _____				
F. Declaration of applicant:				
I _____ declare that:				
(Print name)				
<ol style="list-style-type: none"> <li>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.</li> <li>2. I have the authority to bind the corporation or partnership (if applicable).</li> <li>3. As the property owner, it is my responsibility to review the title to my lands to determine if there are any restrictions prior to construction and should any restriction exist, contact the appropriate authority (ies) to determine if my proposed construction can proceed.</li> <li>4. If a deck is to be built in conjunction with the swimming pool then a separate permit will be required.</li> </ol>				
Date _____		Signature of applicant _____		



## SETBACK WAIVER – POOL ENCLOSURE

Project location information: \_\_\_\_\_ Permit #: \_\_\_\_\_  
(Office use only)

Property owners name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Municipal Address: \_\_\_\_\_

Roll Number: 1029 - \_\_\_\_\_

Concession: \_\_\_\_\_ Lot: \_\_\_\_\_ Part: \_\_\_\_\_ R Plan #: \_\_\_\_\_

To the Township of South Frontenac,

I declare that;        I am owner listed above  , or;  
                                 I am the authorized agent of the property owner listed above

As the owner/agent I hereby acknowledge;

- That the issuance of a Pool Enclosure Permit and/or a general site review by the Building Department Staff is not confirmation that all zoning setbacks have been adhered to. This includes but is not limited to separation of structures to the high water mark, lot lines, septic systems and other structures. It is understood that it is the sole responsibility of the owner/agent to meet the setback requirements as set out in South Frontenac Zoning By-law 2003-75, section 5.23 as follows;

**5.23** Notwithstanding any other provisions of this By-law a swimming pool is permitted as an accessory use in any residential, agricultural, rural, commercial, community facility or open space zone provided that:

**5.23.1** No part of such pool shall be located closer to any lot line or street line than the minimum distance required for an accessory building located on such lot;

**5.23.2** Any building or structure required for changing clothing or for pumping or filtering facilities, or other similar accessory uses shall meet all of the accessory building requirements of the zone in which the pool is located;

**5.23.3** Fencing and enclosures of pools shall be in accordance with the Township's swimming pool by-law 2014-33.

- The owner(s) are obligated to arrange for the inspections indicated on the permit card issued for the project, and that no work will proceed until the Building Inspector has inspected the various stages of construction indicated on the permit card, and;
- Permit Drawings and documents submitted with errors or omissions contained therein do not relieve the owner and/or authorized agent from the responsibility of completing all work to meet or exceed the requirements of the Ontario Building Code.
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** The Building Department requires that request for inspections are made a minimum 2 regular business days in advance of the regular business day upon which the inspection is needed.