

# SHAWNEE TOWNSHIP SWIMMING POOL PERMIT

PERMIT No. \_\_\_\_\_  
AMENDED 6/01/21

APPLICANT NAME: \_\_\_\_\_  
APPLICANT ADDRESS: \_\_\_\_\_ CITY / STATE: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_  
PROPERTY OWNER ADDRESS: \_\_\_\_\_  
CITY / STATE / ZIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_ PARCEL # 46- \_\_\_\_\_

CONTRACTOR BUSINESS NAME: \_\_\_\_\_  
BUSINESS ADDRESS: \_\_\_\_\_  
CITY / STATE: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

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**A. SWIMMING POOL WILL BE CONSTRUCTED AT WHAT ADDRESS:** \_\_\_\_\_

**B. THIS SECTION IS FOR ABOVE GROUND SWIMMING POOLS ONLY:**

1. ABOVE GROUND SWIMMING POOL – WHAT IS POOL WALL HEIGHT: \_\_\_\_\_ (MEASURED FROM AVERAGE GROUND LEVEL TO TOP RAIL). MINIMUM PERMITTED HEIGHT FROM GROUND TO RAIL IS 48 INCHES. ANY MEASUREMENT LESS THAN 48 INCHES REQUIRES A FENCE OF A HEIGHT AT LEAST 48 INCHES IN HEIGHT.
2. POOL CIRCUMFERERENCE / OVERALL SIZE: \_\_\_\_\_.
3. POOL DEPTH: \_\_\_\_\_.
4. SAFETY DEVICES UTILIZED: \_\_\_\_\_.
5. IS A RETRACTABLE LOCKING LADDER BEING UTILIZED: \_\_\_\_\_.
6. IS ANY DECKING BEING UTILIZED: \_\_\_\_\_ YES or NO – IF YES, WHAT INTERLOCK SYSTEM BEING USED TO PREVENT FALLS FROM DECK INTO THE POOL: \_\_\_\_\_.
7. POOL OVERFLOW OR BACKWASH WATER WILL BE DIRECTED WHERE: \_\_\_\_\_ (EXAMPLE DOWN DRIVEWAY TO STREET. OVERFLOW CAN NOT BE CHANNELIZED TO ADJOINING PROPERTY OWNER.
8. PROVIDE INSURANCE CO. NAME: \_\_\_\_\_ AGENT: \_\_\_\_\_ PHONE: \_\_\_\_\_.
9. **TOTAL CONSTRUCTION COST** (POOL, ACCESSORIES, DECKING (IF APPLICABLE)): \$ \_\_\_\_\_.

**C. THIS SECTION IS FOR IN-GROUND SWIMMING POOLS (RESIDENTIAL OR COMMERCIAL) ONLY:**

1. IN-GROUND SWIMMING POOL WILL BE FOR: \_\_\_\_\_ RESIDENTIAL USE **OR** \_\_\_\_\_ COMMERCIAL RECREATIONAL USE.
2. POOL IS OVERALL \_\_\_\_\_ FEET IN CIRCUMFERENCE. / SIZE (ROUND OR KIDNEY SHAPED).
3. POOL IS \_\_\_\_\_ FEET IN LENGTH AND IS \_\_\_\_\_ FEET IN WIDTH. (RECTANGLE OR OTHER SHAPED).
4. WHAT IS THE SHALLOW DEPTH? \_\_\_\_\_ (FEET) - WHAT IS THE DEEPEST DEPTH? \_\_\_\_\_ (FEET).
5. WHAT IS THE WIDTH OF CONCRETE AREA AROUND THE PERIMETER OF THE POOL? \_\_\_\_\_ FEET.
6. HOW CLOSE IS THE CONCRETE AREA AROUND THE POOL TO ADJOINING PROPERTY LINES. \_\_\_\_\_ FEET.
7. POOL OVERFLOW DRAINAGE WILL BE DIRECTED TO WHERE: \_\_\_\_\_.
8. PROVIDE INSURANCE CO. NAME: \_\_\_\_\_ AGENT: \_\_\_\_\_ PHONE: \_\_\_\_\_.
9. WILL THERE BE AN ACCESSORY STRUCTURE (POOL HOUSE), ROOM ADDITION, OR ACCESSORY STRUCTURE ADD ON WITH THIS CONSTRUCTION? \_\_\_\_\_ YES \_\_\_\_\_ NO -- IF YES, THEN AN ACCESSORY STRUCTURE PERMIT APPLICATION AND /OR CONSTRUCTION PERMIT APPLICATION WILL BE REQUIRED.
10. IS THERE CURRENTLY FENCING OR WALL CURRENTLY INSTALLED AROUND THE PERIMETER OF THE POOL OR PROPERTY? YES \_\_\_\_\_ NO \_\_\_\_\_.
11. WILL THERE NEED TO BE WALL OR FENCING INSTALLED AROUND THE IN-GROUND SWIMMING POOL PERIMETER OR AROUND THE YARD? YES: \_\_\_\_\_ NO: \_\_\_\_\_ IF FENCING OR WALL IS NEEDED TO BE INSTALLED, SUBMIT A SEPARATE FENCE PERMIT APPLICATION WITH THIS SWIMMING POOL PERMIT APPLICATION.
12. FENCING OR WALL AT A HEIGHT OF NO LESS THAN FOUR-(4) FEET TO SIX-(6) FEET IS REQUIRED AROUND ALL IN-GROUND SWIMMING POOLS. **ELECTRONIC POOL COVERS DO NOT SUBSTITUTE THE FENCEING OR WALL REQUIREMENT. OWNER TO INITIAL: \_\_\_\_\_ INDICATING YOU HAVE READ (12).**
13. **TOTAL CONSTRUCTION COST**: \$ \_\_\_\_\_.

CONT.

**D. ABOVE GROUND AND IN-GROUND SWIMMING POOL - LOCATION AND SET BACK DISTANCES:**

A. IN-GROUND AND ABOVE GROUND SWIMMING POOLS ARE REQUIRED TO BE CONSTRUCTED IN THE REAR YARD ONLY. EXCEPTION IS ON CORNER LOTS AND CONSTRUCTION SHALL BE IN THE DESIGNATED SIDE YARD ONLY. CONTACT SHAWNEE TOWNSHIP ZONING FOR INTERPRETATION OF THIS SITE LOCATION.

B. SET BACK DISTANCES:

1. THE DISTANCE FROM REAR PROPERTY LINE TO POOL EDGE IS: \_\_\_\_\_ FEET.
2. THE DISTANCE FROM LEFT SIDE PROPERTY LINE TO POOL EDGE IS: \_\_\_\_\_ FEET.
3. THE DISTANCE FROM RIGHT PROPERTY LINE TO POOL EDGE IS: \_\_\_\_\_ FEET.
4. THE DISTANCE FROM CONCRETE PAD AROUND THE POOL TO REAR PROPERTY LINE IS: \_\_\_\_\_ FEET.
5. THE DISTANCE FROM CONCRETE PAD AROUND THE POOL TO RIGHT PROPERTY LINE IS: \_\_\_\_\_ FEET.
6. THE DISTANCE FROM CONCRETE PAD AROUND THE POOL TO LEFT PROPERTY LINE IS: \_\_\_\_\_ FEET.

**E. SITE PLAN REVIEW:**

A DETAILED SITE PLAN IS **REQUIRED FOR ALL ABOVE GROUND AND IN-GROUND SWIMMING POOLS**. COMMERCIAL SWIMMING POOLS WILL REQUIRE A MINIMUM OF 3-SETS OF CONSTRUCTION DRAWINGS TO SCALE TO BE SUBMITTED TO THE LIMA/ALLEN COUNTY BUILDING DEPARTMENT ALONG WITH A ZONING CERTIFICATE ISSUED BY SHAWNEE TOWNSHIP ZONING OFFICE. ALL SITE PLANS SHALL INCLUDE A MINIMUM OF THE FOLLOWING INFORMATION. FAILURE TO SUBMIT COMPLETE AND ACCURATE INFORMATION WILL RESULT IN RETURNED APPLICATION.

- A. SITE PLAN SHOWING (N) NORTH BY MEANS OF ARROW DRAWING.
- B. SITE PLAN SHALL SHOW OVERALL VIEW OF THE PRINCIPAL RESIDENCE AS WELL AS SHOWING ALL STREETS IN IMMEDIATE VICINITY, DRIVEWAY(S), REAR YARD AREA, ANY EXISTING ACCESSORY STRUCTURES IN THE YARD, FENCES OR PONDS, INCLUDE ANY DECKING AREAS, LARGE POOL EQUIPMENT, OR OTHER ACCESSORY STRUCTURES.
- C. SITE PLAN TO SHOW LOCATION OF PROPOSED POOL INSTALLATION. TO INCLUDE LOCATION OF ANY PATIO AREA, DECKING, STAIRS, AND FENCING. ALL DISTANCES FROM PROPERTY LINES MUST BE SHOWN TO THE ACTUAL POOL LOCATION AS WELL AS PATIO AREAS. ALL SURROUNDING CONCRETE PATIO AREAS NEED TO BE SHOWN AS WELL AS PATHWAYS WITH DISTANCES TO ADJOINING PROPERTY LINES CLEARLY INDICATED.

**F. SAFETY PROTOCOLS:**

1. **ALL REQUIRED WALLED AREAS OR FENCING AT HEIGHT NO LESS THAN 4-FEET AND NO GREATER THAN 6-FEET SHALL BE INSTALLED UPON COMPLETION OF THE POOL INSTALLATION PROJECT. CONTRACTOR OR OWNER SHALL BE RESPONSIBLE TO CONTACTING SHAWNEE TOWNSHIP ZONING INSPECTOR FOR FINAL SITE REVIEW WHEN POOL INSTALLATION PROJECT IS COMPLETED.**
2. **THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR CONTACTING THEIR INSURANCE COMPANY IF THE REQUIRED FENCE OR WALL INSTALLATION IS DELAYED DUE TO MATERIAL SHORTAGE OR SCHEDULING.**
3. **IF WALL OR FENCING INSTALLATION IS DELAYED BEYOND THE PROJECT COMPLETION DATE, SHAWNEE TOWNSHIP ZONING DEPARTMENT WILL APPROVE THE IN-GROUND POOL INSTALLATION AS LONG AS A COPY OF THE FENCE INSTALLATION CONTRACT IS ATTACHED TO THE FENCE PERMIT APPLICATION AND INSTALLATION DATE IS INDICATED IS ON THE CONTRACT FROM THE FENCE INSTALLER, AND VERIFIED TO BE CORRECT. IF THE OWNER IS SELF INSTALLING THE FENCE, THEN COPY OF RECEIPT SHOWING PURCHASED MATERIALS LIST, DATE OF DELIVERY OR ANTICIPATED DELIVERY TO RESIDENCE AND STATEMENT FROM OWNER ON ANTICIPATED FENCE INSTALLATION DATE.**
4. **TEMPORARY FENCING MATERIAL SUCH AS SNOW FENCING, FARM FENCING, OR SIMILAR MATERIAL IS NOT AN ACCEPTABLE BARRIER.**
5. **PROPERTY OWNER IS RESPONSIBLE AND LIABLE FOR ANY INJURIES AS A RESULT OF NOT HAVING THE REQUIRED WALLED OR FENCING AROUND THE IN-GROUND SWIMMING POOL AND IS FURTHER RESPONSIBLE FOR ENSURING ADEQUATE SAFETY MEASURES ARE IN PLACE TO PREVENT FALLS, INJURIES OR ACCIDENTAL DROWNING DURING THE TIME THE AREA IS VOID OF FENCING OR WALLED AREA.**

PROPERTY OWNER AND CONTRACTOR SHALL READ AND SIGN – ACKNOWLEDGING THEY READ F- 1 THRU 5.

Property Owner: \_\_\_\_\_ Date \_\_\_\_\_

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

**G. SWIMMING POOL REGULATIONS:**

**Above Ground Swimming Pool – Additional Information.**

- No private swimming pool, exclusive of portable swimming pools with a diameter of less than twelve (12) feet) or with an area of less than one hundred (100) square feet, shall be allowed in any residential district or commercial district except as an accessory use, and shall comply with the following requirements. Above Ground Swimming Pools in excess of 12 feet in diameter may be located anywhere on the premises except in required front yard, provided that it shall not be located closer than **fifteen (15) feet** to any property line.
- Above ground swimming pools with a height GREATER THAN forty-eight (48) inches do not require a fence, as long as the ladder is withdrawn when the pool is not in use and placed where small children cannot reach it. If ladder can not be removed then the ladder shall be locked and access controlled to prevent unauthorized intrusion into the swimming pool. If stone or dirt is added and reduces the height of 48 inches then fencing or walled area shall be required for safety reasons. A fence or wall of no less than four-(4) feet in height and no greater than six-(6) feet height shall be required.
- All Swimming Pools with a pool wall height of less than forty-eight inches in height shall require fencing around the perimeter of the pool a minimum of forty-eight-(48) inches in height to prevent uncontrolled access or falls into the pool.
- Above Ground Swimming Pools with a Platform, Deck or Terrace, shall not have direct access between the patio door and swimming pool. Safety systems shall be in place to prevent unauthorized access, climbing and or otherwise means of unauthorized intrusion. The enclosure blocking access to the pool shall be a minimum of forty-eight-(48) inches in height. Owner shall be responsible for controlling the access to the Terrace or Platform area as to prevent accidental falls or drowning by means of a self-locking gate and latch on the inner side of the gate.

**In-Ground Swimming Pool Requirements**

- In-Ground Swimming Pools shall be no closer than fifteen-(15) feet from any property line. Concrete patio areas shall be no closer than three-3 feet from property line to protect from storm water run off to adjoining property owners.
- The in-ground swimming pool or the entire property area upon which it is located shall be walled or fenced in such a manner as to prevent uncontrolled access by children from the street and from adjacent properties. Again, Electronic Pool Cover DO NOT substitute the fence or wall safety requirements.

**Temporary Seasonal Swimming Pools**

- Temporary seasonal swimming pools are permitted and shall conform to yard set-back requirements concerning placement consistent with permanent above ground swimming pool regulations.
- Temporary Seasonal Swimming Pools in excess of twelve-(12') feet in diameter shall be required to meet the same safety precautions as a permanent above ground swimming pool.

**Maintenance**

- In-Ground Swimming Pools, Above-Ground Swimming Pools and Temporary Seasonal Above-Ground Swimming Pools **shall be maintained in a clean and sanitary condition at all times**, and shall not be allowed to degrade and harbor uncontrolled algae growth, green or and stagnate water, or harbor vegetation, debris, aquatic, or other insect infestation.
- Complaints concerning stagnant pool water, disabled or non-functional filtration systems, presence of smelly-foul, insect ridden or aquatic water life in the swimming pools will result in a Notice of Zoning Violation. This can result in a nuisance declaration order by the Board of Trustees and directed orders to correct the violation can imposed on the owner of the property. This can result in further civil and criminal action to include civil citations and civil fines being imposed. In addition, a referral to Allen County Board of Heath will be made for investigation.
- Temporary Seasonal Swimming Pools shall be cared for and present an up kept appearance, and shall not be allowed to remain collapsed, torn, partially disassembled or otherwise an apparently unusable condition within public view. Seasonal swimming pools dismantled, torn, or otherwise appear abandoned more than 30 days will result in a violation notice being issued or civil citation and civil penalty being issued.

**Permitting**

- All Permanent Above Ground Swimming Pools in excess of twelve-(12) feet in diameter; In-Ground Swimming Pools and Commercial In-Ground Swimming Pools require zoning permit issued from Shawnee Township Zoning Department. This amended application shall be utilized and all previous applications shall be null and void. Applicants submitting outdated application shall be required to complete this amended application.
- Temporary Seasonal Swimming Pools do not require a permit.
- **DO NOT SCHEDULE ANY CONSTRUCTION, GROUND BREAKING, OR CONCRETE POURING AT THE SITE, UNTIL SUCH TIME THE POOL APPLICATION, SITE PLAN AND ANY RELATED DOCUMENTATION HAS BEEN SUBMITTED AND APPROVED BY THE SHAWNEE TOWNSHIP ZONING DEPARTMENT.**
- Missing information on application, or from site plan can result in delay in processing your application. Missing information may result in applications being returned for required documentation, drawings, etc.
- Please review Shawnee Township Zoning Resolution, under swimming pools as accessory uses for additional information. If you are unclear on any matter please call Shawnee Township Zoning Department.

**By signing this application, I acknowledge that the information I have supplied in this application is correct to the best of my ability. I further acknowledge that I have read the Shawnee Township Rules and Regulations concerning swimming pool permitting requirements, set back distances, safety precautions, and maintenance upkeep.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Home Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

You will be advised on cost for permit when it is approved. Permit fees are paid by check or money order only, no cash. **Check is payable to SHAWNEE TOWNSHIP.** Permits will not be issued on same day they are received. Allow 2-3 days after application is submitted for documentation review, site review and processing.

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**OFFICE USE ONLY**

Application Date Submitted: \_\_\_\_\_

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

Post Inspection Date: \_\_\_\_\_

**This application for pool permit is:    Approved    or    Disapproved**

**If Disapproved – Reason:** \_\_\_\_\_

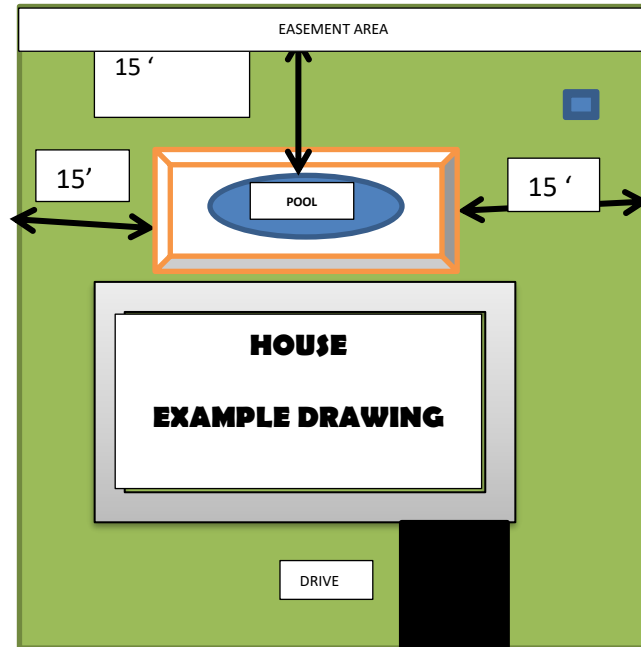
**Zoning Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Permit #** \_\_\_\_\_ **Issued:** \_\_\_\_\_

**Permit Cost:** \_\_\_\_\_ **Receipt** \_\_\_\_\_

## SWIMMING POOL ZONING PERMIT SITE PLAN

BELOW IS A DRAWING OF **AN EXAMPLE** CONTAINING PRINCIPAL STRUCTURE, DRIVEWAY, PROPERTY LINES, LOCATION OF POOL EDGE, LOCATION OF POOL PAD, EASEMENT AREAS, ETC. IN THE BELOW AREA, RENDER A DRAWING OF THE REQUIRED SITE PLAN INFORMATION. PLEASE CALL OR EMAIL FOR ASSISTANCE, HOWEVER SHAWNEE TOWNSHIP WILL NOT COMPLETE DRAWINGS OF YOUR PROPERTY OR POOL LOCATIONS. USE A SEPARATE PIECE OF PAPER IF NECESSARY.



SITE PLAN HERE – OR ATTACH SEPARATE PAPER WITH DRAWING