



SWIMMING POOL PERMIT APPLICATION In-Ground & Above Ground

REVISED 01-01-2023MB

Property Information: (The Actual Location Where Construction Will Take Place)		
Owner:		
Address (If Known):	City / State / Zip:	
Parcel Number:	Lot #:	Former Ft. Shawnee Lot? YES / No
Zoning:	Total Acreage:	

Staff Review:	
Permit Number:	
Approved / Denied	
_____ Zoning Inspector	
Date Approved: _____	
Check No:	Receipt No.

Applicant Information:		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Swimming Pool Contractor / Builder Information:		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Documents Submitted for Review:	
<input type="checkbox"/> Application	
<input type="checkbox"/> Fee	
<input type="checkbox"/> Site Plan	
<input type="checkbox"/> Rendering	

General Lot Size Information:		
Lot Width Is: _____ Feet Across	Lot Length is: _____ Feet in Length	Lot is _____ Total Square Feet
Lot is how many acres in size?	Lot Shape: Example, Square, Rectangle, Flag Shaped, Corner, Dual Front, Triangle, or Other?	
Lot is zoned as: _____	Is any portion of the lot in a Floodplain, Flood Hazard Area, or Located in a Riparian Corridor? YES or NO	
Lot is located in neighborhood commonly called? _____	Any CCR's in place for this lot? (Covenants, Conditions or Restrictions in Place? YES or NO	
Has the lot been surveyed? YES or NO If Yes, attach copy.	Are Property Lines Clearly Identified within the lot where construction is taking place? YES or NO	

General Swimming Pool Construction Information:		
Type of Swimming Pool		
<p>_____ Above Ground Swimming Pool (Rear Yard Only)</p> <p>Pool Wall Height (In Inches -Common Ground to Top Rail) is: _____</p> <p>Maximum Pool Water Depth: _____ Feet</p> <p>Swimming Pool Circumference: _____ Feet</p> <p>_____ Retractable Ladder and / or other safety precautions</p> <p>List: _____</p> <p>If pool wall height is below FOUR-4 Feet, is a fence constructed around the perimeter of the swimming pool to prevent intrusion. Yes / No</p> <p>If connected to house, by means of deck is there a fence or barrier a minimum of 4 feet in height with and self-latching gate to prevent accidental falls into the swimming pool? Yes / No</p> <p>Distance from Rear Property Line to Pool Edge is _____ Feet</p> <p>Distance from Right Side Property Line to Pool Edge is _____ Feet</p> <p>Distance from Left Side Property Line to Pool Edge is _____ Feet</p>	<p>_____ In-Ground Swimming Pool (Rear Yard Only)</p> <p>Pool Wall Height Minimum is: _____ Feet Depth</p> <p>Pool Wall Height Maximum is: _____ Feet Depth</p> <p>Pool Length: _____ Feet</p> <p>Pool Width: _____ Feet</p> <p>Is a wall or fence a MINIMUM of FOUR-4 feet in height currently surrounding the proposed site? Yes / No</p> <p>Any additional safety precautions taken to prevent accidental falls and possible intrusion by individuals?</p> <p>Distance from Rear Property Line to Pool Edge is _____ Feet</p> <p>Distance from Right Side Property Line to Pool Edge is _____ Feet</p> <p>Distance from Left Side Property Line to Pool Edge is _____ Feet</p>	<p>_____ Seasonal Temp. Above Ground Swimming Pool (Rear Yard Only)</p> <p>Pool Wall Height (In Inches -Common Ground to Top Rail) is: _____</p> <p>Maximum Pool Water Depth: _____ Feet</p> <p>Swimming Pool Circumference: _____ Feet</p> <p>_____ Retractable Ladder and / or other safety precautions</p> <p>List: _____</p> <p>If pool wall height is below FOUR-4 Feet, is a fence constructed around the perimeter of the swimming pool to prevent intrusion. Yes / No</p> <p>If connected to house, by means of deck is there a fence or barrier a minimum of 4 feet in height with and self-latching gate to prevent accidental falls into the swimming pool? Yes / No</p> <p>Distance from Rear Property Line to Pool Edge is _____ Feet</p> <p>Distance from Right Side Property Line to Pool Edge is _____ Feet</p> <p>Distance from Left Side Property Line to Pool Edge is _____ Feet</p>

Any additional structures associated with this Swimming Pool Project? i.e. decking, pool house, etc.		
Describe:		
Insurance Company _____ Agent Name: _____ Phone Number: _____		
Construction Cost for Project: \$ _____ (This is the amount that will be sent to Allen Co. Auditor at end of year as a property improvement)		
As Applicant, Owner, Contractor - I hereby certify that the information contained in this application as well as all related documentation is correct, and accurate to best of my ability and all the permit information conforms to Shawnee Township Zoning Regulations.		
APPLICANT SIGNATURE: _____	DATE: _____	
OWNER SIGNATURE: _____	DATE: _____	
E-MAIL ADDRESS: _____	PHONE: _____	

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 (Measured from WATER edge to 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. 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. Failure to maintain these conditions can result in a Violation Notice, Administrative Citation and Fine being imposed on the property owner.
- 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 referral to Allen County Board of Health 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 only 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 over 12 feet in diameter do not require a permit, however do need to comply with Shawnee Township Zoning Regulations concerning above ground swimming pools and required fencing if pool wall is less than 4 feet in height.
- **DO NOT SCHEDULE ANY CONSTRUCTION, GROUNDBREAKING, 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.

Location

- Survey plan must show that the proposed pool is not encroaching on any easements. All swimming pools accessory to a dwelling shall be located at least fifteen- (15) feet from all property lines (measured from water's edge to property line). All pools shall only be located in the rear yard of the property.

Fencing

- All swimming pools shall be enclosed by a continuous fence or wall not less than four (4) feet in height with a self-closing, self-latching gate designed to prevent access to the pool when it is not in use.
- The dwelling may be part of the enclosure. In the case of an above-ground pool, when any point of the top of the pool is less than four (4) feet above the adjacent ground level, the entire pool shall be enclosed by a continuous fence or wall not less than four (4) feet in height with a self-closing, self-latching gate.
- Any above-ground pool that is at least four (4) feet above the adjacent ground level around the entire top circumference of the pool shall not be required to be fenced, provided the pool has steps or a retractable ladder that are kept retracted when the pool is not in use.
- In-ground pools shall be completely surrounded by a fence or wall with a minimum height of four-4 feet.
- Such fence shall be constructed so as to have no openings, holes, or gaps larger than four inches in any dimension, except for doors or gates, which shall be equipped with suitable locking devices to prevent unauthorized intrusion. An accessory building may be used in or as part of the enclosure.
- Above-ground pools with vertical surfaces of at least four feet in height shall not be required to have fences and gates except in areas where access may be gained to the pool.
- A separate fence permit application required at time of submittal with all in-ground pool applications.

Permit Fees

- Permit fees are available on the Shawnee Township Web Site. The permit fees have been updated and amended as of 1-15-23, and old fee rates are no longer applicable. Permit fees for swimming pools and fence (if required) are both separate fee rates. Fees need to be paid and permit issued PRIOR to any groundbreaking.

**REQUIRED SWIMMING POOL PROJECT DOCUMENTATION
APPLICATIONS CAN BE DELAYED DUE TO LACK OF REQUIRED INFORMATION**

Permit Application & Fee:

- Submit 1 copy of the Swimming Pool Permit Application. Permit fees are to be paid at time of submission of application or unless other arrangements have been made.
- Fee rate is available on-line at www.shawneetownship.com.

Site Drawing:

- **Site Area Drawing Is REQUIRED. Indicate N-North with Arrow.**
- Submit one (1) copy of a site drawing.
 - Show drawing of your parcel; to include location of all streets from front or side and rear (if applicable).
 - Show all property lines from front, side and rear areas.
 - Show all EXISTING construction building(s) - indicate length, width, and height of structure, and square footage total.
 - Show all driveways, sidewalks, parking areas, and location of any existing structures on the property. This includes all pole barns, shed, swimming pools, ponds, fences, signs, etc. on the property.
 - Show all PROPOSED construction of swimming pool on the lot.
 - Show all set back distances from all property lines to the location of the swimming pool and any structures..
 - Example - From Center of the Street (NOT CURB EDGE) to front most portion of the structure (indicate amount of feet distance).
 - From rear property line to the rear most portion of structure (indicate amount in feet distance).
 - From each side of property line to the side of the structure (indicate amount in feet).
 - Show any and all easement areas and length / width shown. (Routinely alongside of side property lines and rear of property line)
 - Show any concrete pads, patios, walkways, pool edging and distance from property lines

- Submit One-1 copy rendering of the proposed swimming pool (Brochure)

PROPERTY OWNER REQUIRED TO READ & INITIAL

(NEXT TO EACH POINT)

ACKNOWLEDGING THEY HAVE READ THE BELOW CONSTRUCTION CONDITIONS

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 CONTACT SHAWNEE TOWNSHIP ZONING INSPECTOR FOR FINAL SITE REVIEW WHEN POOL INSTALLATION PROJECT IS COMPLETED. (_____)
2. THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR CONTACTING HIS / HER INSURANCE COMPANY IF THE REQUIRED FENCE OR WALL INSTALLATION IS DELAYED DUE TO MATERIAL SHORTAGE OR SCHEDULING. THE OWNER SHALL BE RESPONSIBLE TO PROVIDE THE TOWNSHIP WITH INSURANCE INFORMATION, INCLUDING THE DECLARATION PAGE, PROVIDING PROOF THAT THE OWNER'S POOL IS INSURED. COPY OF YOUR POLICY OR DRIVERS INSURANCE CARD IS NOT ACCEPTABLE. (_____)
3. FENCING OR WALLED AREAS FOR IN-GROUND SWIMMING POOLS AS WELL AS ABOVE GROUND SWIMMING POOLS LESS THAN 4-FOUR FEET WALLED HEIGHT SHALL BE INSTALLED PRIOR TO THE INTRODUCTION OF WATER INTO THE SWIMMING POOL. OPEN SWIMMING POOLS WITHOUT SAFETY PRECAUTIONS POSES AN ATTRACTIVE NUISANCE TO CHILDREN. THE TOWNSHIP HAS RECEIVED SEVERAL COMPLAINTS OF NEW INSTALLED SWIMMING POOLS FILLED WITH WATER AND NO FENCE OR BARRIER WHICH HAS RAISED CONCERNS FOR POTENTIAL DROWING HAZARD. IF WALL OR FENCING INSTALLATION IS DELAYED BEYOND THE 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 A WALLED AREA. THE OWNER SHALL INDEMNIFY AND HOLD HARMLESS, SHAWNEE TOWNSHIP WITH RESPECT TO ANY CLAIM AGAINST THE OWNER IN REFERENCE TO THE ABSENCE OF ANY APPROPRIATE BARRIER SURROUNDING THE POOL (_____)
6. RIGHT OF REVOCATION- IT IS UNDERSTOOD AND AGREED BY THIS APPLICANT THAT ANY ERROR, MISSTATEMENT, MISREPRESENTATION OF MATERIAL FACT, WITH OR WITHOUT INTENT, SUCH AS MIGHT AND / OR WOULD CAUSE A REFUSAL OF THIS APPLICATON OR ANY MATERIAL ALTERATION IN THE ACCOMPANYING PLANS MADE SUBSEQUENT TO THE ISSUANCE OF A ZONING CERTIFICATE WITHOUT APPROVAL OF THE ZONING INSPECTOR OR ZONING BOARD OF APPEALS, SHALL CONSTITUTE SUFFICIENT GROUNDS FOR THE REVOCATION OF SUCH CERTIFICATE. (_____)
7. THE APPLICANT AND OWNER AGREES TO ALLOW THE ZONING INSPECTOR ACCESS TO THE PROPERTY FOR ON-SITE INSPECTIONS. (_____)

8. THE APPLICANT AND OWNER AGREE TO ABIBE BY OHIO REVISED CODE, SECTIONS §5589.08, §5589.10, AND §5589.22 IN THAT NO DIRT OR MUD IS PERMITTED ON THE ROAD WAY OR ROAD RIGHT OF WAY DURING CONSTRUCTION AND THAT ANY REPAIR COSTS FOR DAMAGE TO THE ROADWAY OR PARTS THEREOF WILL BE PAID BY THE APPLICANT. (_____)
9. THE APPLICANT AND OWNER AGREE TO CHECK ANY COVENANTS, CONDITIONS OR RESTRICTIONS OR ANY HOA REGULATIONS IN PLACE CONCERNING INSTALLATION OF SWIMMING POOL OR FENCING WITHIN THE PROPERTY AND ENSURES IT COMPLIES TO THOSE REGULATIONS. (_____)
10. ANY SWIMMING POOL BACKWASH OR PURGING (LOWERING WATER LEVELS) SHALL BE WITHIN THE CONFINES OF THE PROPERTY OWNER. SWIMMING POOL CLORINATED WATER SHALL NOT BE DISCHARGED AND ALLOWED TO MIGRATE TO ADJOING PROPERTY OWNERS. DISCHARGE WATER SHALL NOT BE DIRECTED TO, CHANNELLED, DIVERTED, OR ALLOWED BY ANY MEANS TO ENCROUCH UPON ADJOING PROPERTY OWNERS LAND. (_____)
11. POOL LIGHTING SHALL BE DOWNLIT AND NOT DIRECTED TO OR ALLOWED TO EXTEND PAST THE PROPERTY AS TO CAUSE A LIGHT NUISANCE TO ADJOINING PROPERTY OWNERS. (_____)
12. SWIMMING POOLS NO LONGER IN USE, BECAUSE OF MECHANICAL OR STRUCTURAL DAMAGE BEYOND REPAIR AND IN AN UNUSABLE CONDITION NEED TO BE DRAINED, AND COVERED. IN-GROUND SWIMMING POOLS NO LONGER USABLE SHALL BE REMOVED, AREA FILLED IN WITH DIRT OR OTHER MEDIUM WITHIN A REASONABLE PERIOD OF TIME. SEASONAL SWIMMING POOLS THAT HAVE COLLAPSED, AND APPEAR TO BE UNUSABLE SHALL BE REMOVED WITHIN THREE-3 MONTHS FROM THE PROPERTY. (_____)

NOTE:

1. Insure your application is completed in its entirety. Incomplete applications or applications missing information **WILL NOT BE PROCESSED** - Parcel Numbers #46-XXXX-XX-XXX, XXX, and Lot # can be obtained from the Allen County Auditor's Web Site. Type <http://allencountyohpropertytax.com/>, Put in your name, or address or parcel # to get the information.
2. Applications are reviewed on a case by case basis, and per Shawnee Township Zoning Resolution, the Zoning Inspector has a maximum of 30 days to render a decision on applications filed for review. Missing information will result in a delay in approving your application. Applications submitted with all the information are routinely approved in 72 hours.
3. Construction must be conducted within one year of being issued. After one year, and a new permit will be required to be issued. Permit fee will be ½ of the original cost of first permit issued.
4. Construction on property WITHOUT A PERMIT is in violation of Shawnee Township Zoning Resolution. Construction without a permit shall be subject to DOUBLE the permit fee if a permit is obtained within TEN-10 days of notification. Permit fee will be TRIPPLED for permit obtained after TEN-10 days of notification.
5. Any change in construction size, location, design or other significant design alteration shall be subject to stop work order / cease and desist order. An administrative fine of \$100.00 shall be initiated and every day the violation continues to exists shall be subject to a \$100.00 a day administrative fine being imposed upon property owner, for violation of Shawnee Township Zoning Resolution (519.99 ORC).
6. All applications must be sent electronically Zoning@shawneetownship.com. Fees are to be paid by means of check or money order made out to SHAWNEE TOWNSHIP. No cash will be accepted. Payment may be dropped off at the Shawnee Township Admin. Building, or Mail Box outside of Road / Zoning Offices, or mailed directly to Shawnee Township Administration Building c/o Zoning Department, 2530 Ft. Amanda Road, Lima, Ohio 45804. Permits, as well as copies of payment and receipt will be electronically returned back to applicant / owner.
7. All previous applications are VOID and only application revised after 01/15/2023 will be accepted. Old applications used, will NOT be considered and new application must be utilized for consideration.

ZONING REVIEW:

I HAVE CONDUCTED A REVIEW OF THIS APPLICATION, AS SUBMITTED BY THE APPLICANT AND/OR OWNER OF THE PROPERTY FOR CONSIDERATION AND APPROVAL FOR A CONSTRUCTION / ZONING CERTIFICATE PERMIT TO BE ISSUED BY THE ZONING AUTHORITY OF SHAWNEE TOWNSHIP. BASED ON THE INFORMATION PROVIDED, AS WELL AS REVIEW OF ALL RELEVANT DOCUMENTS THE DECISION TO ISSUE AN ZONING CERTIFICATE IS HEREBY:

_____ GRANTED _____ MODIFIED _____ DENIED - OWNER TO REFER THIS DENIED APPLICATION TO THE SHAWNEE TOWNSHIP BOARD OF ZONING APPEALS FOR A VARIANCE CONSIDERATION OR CONDITIONAL USE PERMIT AFTER A PUBLIC HEARING ON THE MATTER.
REASON:

ZONING INSPECTOR:

DATE DECISION RENDERED: