



# APPLICATION FOR A SWIMMING POOL ENCLOSURE PERMIT

**By-law Services 905-619-2529 ext. 3370**  
**bylawservices@ajax.ca**

**Incomplete application packages will not be accepted**

Address of property	Plan	Lot						
Name of all property owner(s)		Date of Application						
Phone		Email Address						
The Application is for; <table style="width: 100%; margin-top: 10px;"> <tr> <td><input type="checkbox"/> an in ground swimming pool</td> <td><input type="checkbox"/> a permanent above ground swimming pool</td> </tr> <tr> <td><input type="checkbox"/> a pond</td> <td><input type="checkbox"/> a temporary seasonal pool (one that is taken down each winter)</td> </tr> <tr> <td><input type="checkbox"/> a hot tub</td> <td><input type="checkbox"/> other _____</td> </tr> </table>			<input type="checkbox"/> an in ground swimming pool	<input type="checkbox"/> a permanent above ground swimming pool	<input type="checkbox"/> a pond	<input type="checkbox"/> a temporary seasonal pool (one that is taken down each winter)	<input type="checkbox"/> a hot tub	<input type="checkbox"/> other _____
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<input type="checkbox"/> a hot tub	<input type="checkbox"/> other _____							

Name of Contractor	Business Address of Contractor
Contractor's Email Address	Contractor's Phone Number

**Fences owned and/or abutting lands under the control of the Town of Ajax or TRCA may not be removed or upgraded to comprise a swimming pool enclosure (a pool enclosure fence can be built on the private property abutting the existing fence)**

Proposed Start Date	Expected Duration of Work
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Personal information contained on this form is collected under the authority of the Municipal Act, and will be used for the purpose of making a determination regarding the issuance of a Residential Swimming Pool Enclosure Permit. Questions about this collection should be directed to the Records & Freedom of Information Coordinator at 65 Harwood Avenue South, Ajax, Ontario, L1S 2H9, (905) 619-2529 ext. 3343

This form is available in alternate formats upon request by contacting  
905-619-2529 ext. 3347 or emailing [accessibility@ajax.ca](mailto:accessibility@ajax.ca)

### **Conditions for Occupancy of the Boulevard**

**IF** Town owned lands/trails/parks will be utilized during the installation of the pool and/or fencing, a Crossing of Parklands Permit is required.

**IF** materials or unlicensed equipment will be stored or utilized on the road, and/or a crane will be used to install a pool, a Road Occupancy permit is required.

Excavated material may not be piled in such a manner as to obstruct vehicular traffic or pedestrian traffic.

Equipment is not permitted to access the property or utilize the boulevard for the storage of materials within 3m of a boulevard tree.

All sodded areas are to be restored as soon as possible. Ditches, culverts and driveway entrances shall be repaired or replaced promptly. All surplus material shall be removed, and the area cleaned and returned to its original condition.

If any maintenance or repair work requested by the Town has not been accomplished in the prescribed time interval or to Town standards, all work will be completed by Town forces and billed to the property owner.

If the applicant should fail to meet the requirements of this Boulevard Occupancy, the Town may take such steps as deemed necessary to correct the deficiencies at the expense of the property owner, and this permit shall be deemed to have been withdrawn. The decision of the Town is final.

I/We agree to the conditions set forth regarding occupancy of the boulevard and agree to assume all costs incurred by the Corporation of the Town of Ajax as a result of the occupancy.

### **Digging and Excavation Requirements**

The homeowner and the contractor have a responsibility to ensure that any digging or excavating on private property will not damage any underground utility services such as gas, phone, water main etc.

Calling for locates prior to digging is the law!

Damaging underground services can have serious consequences. A ruptured gas line could explode, a cut water line could cause floods, and severed communication lines mean the loss of essential services. You could be liable for expensive restoration costs and potential legal actions initiated by the utility provider.

### **BEFORE YOU DIG .....**

Request your free locate by contacting Ontario One Call at [on1call.com](http://on1call.com) or call 1-800-400-2255  
(The service requires 5 business days to process the request)

Please note if your property contains any underground privately installed services (for example, you may have a gas line that goes from your gas meter to your barbeque or you may have an electrical line that goes from your house to your garage). You may need to hire someone to find these pipes and cables for you.

\_\_\_\_\_  
**Name of Applicant (please print neatly)**

\_\_\_\_\_  
**Signature of Applicant**

**(This section must be completed by one of the property owners – the contractor cannot sign as the applicant)**

**Engineering Recommendations**

1. All storm water shall be directed in such a manner that water will not accumulate at or near a building including foundation walls, windrows, entrances and walkways.
2. Where the existing grade is altered due to grading, excavation, filling or any other related work, all such work, shall be undertaken and completed in accordance with good engineering practices to ensure stable conditions and so as not to adversely affect or damage public or private property.
3. All yards shall be graded between 2.00% and 5.00%. Slopes greater than 5.00% shall utilize transitional sodded slopes not greater than 3 to 1.
4. Existing drainage must be maintained during and after construction.
5. Retaining walls shall be set back from a lot line a minimum of 140mm.
6. Concrete aprons surrounding an in ground pool shall be set back a minimum of 600mm unless approved by the Engineering section.
7. Side and rear yard drainage shall be maintained after the installation of the swimming pool.
8. All storm water shall be directed in such a manner to drain away from all structures and walkways so as to not adversely affect or damage public or private property.
9. The apron and water's edge must be a minimum of 1.2m from any easement.

**Required Attachments**

**5 business days is required for the application to be reviewed by Staff – approval will not be granted until the application package has been reviewed**

- Permit fee – as per the Fees and Charges By-Law
- Copy of Site Plan
- Clearance letter from the Builder/Developer stating they have no objections to the installation (IF the Town has not assumed the Subdivision and the applicant's access route will cross Builder/Developer lands)
- Conservation Authority Permit (Clearance Letter) (IF property is located within their screening area)
- Heritage Permit (confirmation of issuance by Planning staff and verification that the permit matches the pool enclosure site plan) (IF property is designated as a Part IV or Part V Heritage Property)

<u>By-law approval</u>	Date	<u>Engineering Approval</u>	Date
Print Name:		Print Name:	
Signature:		Signature:	
<input type="checkbox"/> T.R.C.A check <input type="checkbox"/> C.L.O.C.A check <input type="checkbox"/> Condo Corporation Property Check <input type="checkbox"/> Zoning Check (for exceptions regarding fencing and yard establishment) <input type="checkbox"/> Subdivision Assumption Check <input type="checkbox"/> Heritage Designation Check		<input type="checkbox"/> T.R.C.A check	

## Schedule "A" – REQUIREMENTS

**A conservation Authority Permit may be required if you back onto a green belt. Please contact the Toronto Region Conservation Authority at 416-661-6600 or Central Lake Ontario Conservation Authority at 905-579-0411 for confirmation of requirements.**

A Town of Ajax Pool Enclosure Permit is required for a pool, decorative pond or hot tub greater than 0.5m in depth.

### LOCATION

The water's edge must be a minimum of:

1. 1.2m from a building,
2. 1.2m from a fence, and
3. 1.8m from a door leading out of a dwelling.

### FENCING AND GATES

A pool shall be completely enclosed. Fences and gates shall be a minimum of 1.5m in height and shall be constructed with;

1. Eleven gauge chain link fencing with a maximum of 40mm diamond mesh.
2. Vertical board fencing with horizontal member located only at the bottom and the top. Vertical gaps between boards shall not exceed 100mm.
3. A fence of equivalent security approved by an Officer.
4. Gates shall be self-closing with a spring and self-latching with an approved finger latch located on the inside of the gate. No outside release is permitted.
5. Gates shall be kept locked unless a responsible person is present and supervising the area.

### SITE PLAN REQUIREMENTS (see attached example on Schedule "B")

The site plan is a drawing that clearly illustrates the configuration of the property and the location and setbacks of all listed items.

1. The drawing must be neat and legible and include the address of the property.
2. The location of the pool equipment and set back from the property lines.
3. Include and label in metric units the location of the pool and the setback distance from the property lines, fences, easements, all buildings and doors to buildings.
4. Include the location of the house on the drawing.
5. Include the dimensions of the pool or pond, and any apron or decking.
6. A description of all of the fencing and gates (include the material such as chain link, wood, wrought iron etc. and the height of the fence from the ground to the highest point and whether the fence is existing or new).
7. The location of any current or proposed retaining walls.
8. The location and size of any current or proposed deck or structure.
9. The access route to be used to install the pool and fence.
10. Include a description of all neighboring properties, i.e. residential, plaza, school, etc.

\* The drawing is not required to be drawn exactly to scale however it is required to be drawn in reasonable proportionality.

\* If you have a survey of the property please include a copy with your application. You may opt to draw your site plan on the survey as the property lines and footprint of the house will already be reflected.



Self-Latching Latch



Self-Closing  
Gate Spring

Schedule "B" – SITE PLAN REQUIREMENTS

