



**APPLICATION FOR A
POOL ENCROACHMENT VARIANCE**

Project Name: _____

Project Address/Legal Description: _____

Applicant's Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Owner's Name (if different from Applicant): _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Description of the hardship or reasons the Variance is being requested:

The City Building Official (CBO) shall consider applications for pool construction within a setback so long as the pool does not encroach within five (5) feet of a neighboring property. The CBO shall not approve an pool pumps and other equipment into the setback. The portions of the pool encroaching within the setback must not be more than five inches in height measured from average natural grade. The CBO shall also consider the following factors:

- (I) Amount of impervious cover proposed;
- (II) Proximity to nearby developed properties; and
- (III) Anticipated impact of project or encroachment on neighbors.

Regarding the review criteria for a pool encroachment variance, please select either yes or no for the following questions:

Does the proposed pool encroach within 5 feet of a neighboring property? **YES** **NO**

Does your pool pump or other pool equipment encroach into the setback? **YES** **NO**

Is the pool more than five inches in height from average natural grade, on any part where the pool encroaches? **YES** **NO**

Additional comments applicant would like to add:

Submittal Checklist:

- ☐ Signed and Completed Application
- ☐ Required Application Fee Paid \$500

Exhibits

- ☐ Pool Specs and Dimensions
- ☐ Survey/Site Plan depicting pool location
- ☐ Architectural Elevation
- ☐ Other: _____

Upon submittal of application, a Public Notice sign is **required** to be displayed at the project property within 48 hours. Signs can be picked up at the City Hall for a non-refundable fee of \$25.
The sign is not required to be returned to the City.

*All required items and information (including all applicable above listed exhibits and fees) must be received by the City in order for an application and request to be considered complete. **Incomplete submissions will not be reviewed or scheduled for any further action until all deficient items or information has been received.** By signing below, I acknowledge that I have read through and met the above requirements for a complete submittal:*

_____ Signature of Applicant	_____ Date
_____ Signature of Owner (or attached letter of consent)	_____ Date