



Thursday, May 8, 2025

To: Swimming Pool Contractors

Fr: City of Montgomery Community Development Department

Re: Swimming Pool Zoning & Building Permit Process

The City of Montgomery Community Development Department has recently revamped the permitting process for swimming pools installed within the City of Montgomery. Our goal is to improve communication with contractors and homeowners to make the building & zoning process easier to understand and follow.

Attached to this letter you will find two very important documents that need to be included with each pool project proposal to the City. The first is the Montgomery Building Permit Application, also included is the new Montgomery Pool Zoning Application. Please read each application carefully and thoroughly fill out both before returning. Any incomplete applications will be returned to the applicant.

It is important to note that the City of Montgomery will require a stamped grading plan from a Registered Surveyor if the grade changes from 12 inches from the natural ground surface at any point and/or the project is 5,000 square feet or more. If the contractor/homeowner does not haul excavated dirt off-site, the grading plan requirement will be implemented, however this excludes dirt used for backfilling.

A pre-construction meeting is required for all new pool projects and will be scheduled before the permits are approved and a pre-and-post construction site inspection will be conducted. Any bonds that are required for the project will not be returned until all inspections are conducted and are deemed satisfactory.

Please feel free to reach out to our office Monday thru Friday 8:00 AM to 4:30 PM if you have any questions at 513-792-8309, or call NIC (National Inspection Corporation) at 888-433-4642 if you have questions regarding building inspections or plans.

POOL ZONING APPLICATION

City of Montgomery
10101 Montgomery Road
Montgomery, Ohio 45242
Phone: 513 891-2424
FAX: 513 891-2498



Application No. _____

Permit No. _____

A site plan and additional information listed on this application must be submitted. **Any grade change 12 inches or more** must complete phase two and three of the review process. All bonds shall be posted with the City prior to the issuance of a Zoning Permit, if applicable. In addition to the Zoning Permit a Separate Building Application should be submitted to the Building Department at 10101 Montgomery Road. Any requested information not provided makes this an incomplete application and will not be reviewed. If revisions are required, the permit process will be delayed.

☐ Residential ☐ Commercial

PLEASE PRINT	NAME	STREET ADDRESS	CITY, STATE, ZIP	PHONE & EMAIL
APPLICANT				
PROPERTY OWNER/SITE ADDRESS				
CONTRACTOR				

☐ Above-ground pool ☐ In-ground pool

Project Description: _____

Total Square Feet of Project Area (including patio/decking): _____ SQ. F.T.

Total Square Feet of Rear Yard _____ SQ. F.T.

Total Square Feet of Current Rear Yard Structures, Pavement or Patio _____ SQ. F.T.

Total Current (including all other structures, pavement or patio)/Proposed Impervious Surface
Percentage of Rear Yard: _____ Current _____ Proposed

For in-ground pools, will the dirt from excavation be hauled off-site (except dirt used for backfill)?

☐ Yes ☐ No (if no, a grading/drainage plan will need to be provided and approved)

Quantity of Excavation _____ C.Y. Disposal Site _____

Are there easements or other legal land restrictions? ☐ Yes ☐ No

How will backwash/overflow water be handled? ☐ Tied into sanitary sewer ☐ Tied into septic sewer system ☐ Daylighted into yard (must be a minimum of 10 feet from property line)

Check if property is located in: ☐ Heritage District ☐ Landmark Building
☐ Flood way ☐ 100 year flood plain

Is a fence currently on the property and intended for use regarding the pool?
☐ Yes ☐ No (If, please note requirement to provide temporary fencing)

(Please Provide Permanent Fence Specifications/Locations in either case)

**Will the grade change from existing natural ground surface not exceed 12 inches at any point?
Will any grading impair the surface drainage pattern; block or interfere with swales or watercourses, constitute a potential erosion hazard, or act as a source of sedimentation to any adjacent land or watercourse.**

☐ Yes (If Yes to any above a surveyed grading plan required) ☐ No

Conditions that Apply to all Pool Permits:

- Post-construction elevation and grading of site must be less than 12 inches and less than 5,000 square feet as pre-construction grading unless other grading plans are first submitted to and approved by the City of Montgomery.
 - The grading (filling) of the backyard shall not impede the flow of storm water off the property, nor should it result in standing water at the property lines.
 - Stockpiled dirt must be kept at least 15 feet from property lines and surrounded by silt fencing.
- All disturbed dirt, except that which is to be used for backfill, to be hauled off property.
- Temporary fencing protecting the pool area during construction is required. The City reserves the right to require silt fencing and/or construction/safety fencing to be properly installed at any time.
- Height of fence surrounding pool not to exceed six (6) feet, measured from the average grade along fence line.
- Provisions must be made by the property owner and/or the prime contractor that no mud, dirt, sticky substance, litter or foreign matter be tracked or deposited onto any street, alley or other public place, per section 94.19 of the Montgomery Code of Ordinances

(Specific items may be determined to be inapplicable or unnecessary and may be waived in writing by the Zoning Administrator.)

1. Completed Building Application & Zoning Application form.
2. A detailed site plan. Site plans should include the following information:
 - A. All lot lines with dimensions.
 - B. Designation of all right-of-ways.
 - C. Designation of any and all easements pertaining to the property or directly abutting the property.
 - D. North arrow and scale.
 - E. Location, setback, and dimensions of the main building, accessory structures, patios, decks, driveways, and other accessory uses.
 - F. Erosion control measures to be maintained during construction, if applicable.
 - G. Percentage of all impervious surface coverage in the rear yard on residential lots, if applicable.
 - H. Any additional temporary access drives; location of any and all stockpiles of dirt to be retained

- and excavated; and location of any dumpsters to be used during construction, if applicable.
 - I. Photo of the yard/project area prior to construction.
 - J. Location and specifications of the fence.
 - K. Location and specification of the temporary fence to be installed during construction (i.e. construction fencing or equivalent).
 - L. Any other pertinent data as may be required by the Zoning Administrator to determine and provide for the enforcement of the Zoning Code.
 - M. Pool Pump and/or Equipment Location with setback indicated.
 - N. Pool overflow pipe location indicating required 10-foot location from all property lines.
 - O. Fence Location and Dimensional Specifications
3. A pre-construction meeting, when requested by the Zoning Administrator, to discuss and/or clarify plans submitted for review.

The applicant is responsible for calling the Building Department, National Inspection Corporation at (888) 433-4642 to schedule all building permit related inspections including electrical, fencing, etc. Please note that a final inspection for approval after final fencing is installed **is required for building permit approval.**

After final building approval, the applicant is responsible for contacting the Community Development Department for final inspection regarding zoning requirements as well as final bond release.

If applicable, upon approval of the zoning permit, the City will notify the applicant of the amount of any erosion or sediment control bond required, a right of way maintenance and repair bond for the value of public improvements in the right of way that may be damaged during construction and a cash bond for street and sidewalk cleaning. All bonds shall be paid prior to the issuance of permit.

All specifications, site plans and other materials and information submitted with this application are incorporated into and made part of this application. Applicant acknowledges that the Owner has given Applicant the authority to apply for the zoning permit and agrees to complete the work in accordance with the terms of the permit and applicable Federal, State and local laws and regulations. The Owner agrees to de-chlorinate the pool per Hamilton County Stormwater Regulations, prior to draining the pool. It is the responsibility of Applicant to verify and comply with property lines, easements, rights of way, plat covenants and restrictions of record affecting said property. An applicant may be held civilly and criminally liable for knowingly providing fraudulent or incomplete information in an attempt to secure a permit. **I certify that I have examined this application and all information in this application is true and correct.**

Applicant's Signature _____

Date: _____ **Applicant's Email:** _____

To be filled out by the Community Development Department Only

Permit Fee: \$ _____

_____ Approved

_____ Not Approved

Staff
Comments: _____

Signature

Date