



**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 and does not encroach an easement. The CBO shall not approve any pool pumps and other equipment into the setback. 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: _____

*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