

SWIMMING POOL ENCLOSURES

PERMIT PROCEDURES AND GUIDELINES

Community Development Commission





SWIMMING POOL ENCLOSURES **PERMIT PROCEDURES AND GUIDELINES**

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Revised February 2020

Section 1 - Introduction

If you protect your pool, you protect your family.

In March 2006, Council approved a new Pool Enclosure By-Law for all forms of pools, including inflatable pools, landscape pond features and hot tubs and established fees.

Before you open your existing pool, please take a moment to review how safe your property is. Just like a regular in-ground pool, inflatable ones are a safety risk if owners aren't protecting them properly.

Did you know that a permit is required for any pool depth that exceeds 60cm (2 feet)?

According to the Lifesaving Society of Canada, drowning is a leading cause of accidental death in Canada for people 60 years of age and under. In fact, year after year the data shows that the majority of people who drown had no intention of going into the water - their immersion was sudden and unexpected.

To reduce the risk of a potential drowning, all pools must be enclosed by a fence, restricted by a lockable gate if the depth capacity exceeds 60 centimeters (2 feet) and adhere to the appropriate setbacks from the property line.

Oakville's Pool Enclosure By-Law is also applicable to backyard or frontyard landscaped ponds, often overlooked as potential safety threats. Hot tubs require lockable lids if the property is not fenced or gated.

West Nile Virus

Properly maintained pools are not a source of West Nile Virus. Please make yourself familiar with the West Nile Virus information on the Halton Health Department website www.halton.ca/for-residents/public-health.

For the purposes of the Engineering Permit and all certifications and documentation; Qualified means one who, through education and professional designation, in combination with experience in the specific field for which they have been trained, as it relates to the work being assigned, is competent.

Section 2 - By-Law Information & Licensing

The Development Engineering Department reviews applications and conducts inspections in accordance with Town of Oakville policies and by-laws and other applicable law.

In order to ensure;

- a. the safety of you and your family, neighbours and those visiting your property,
- b. that your neighbour's enjoyment of their property is not affected, and
- c. the town's green policies are respected,

there are a number of town by-laws which must be followed. The information below is a summary of by-laws that could affect the installation of a pool on your property.

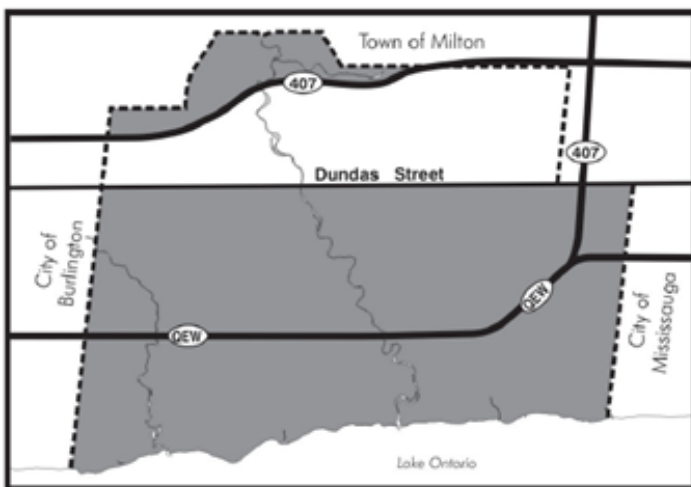
Pool Enclosure By-Law (2006-071)

A pool as defined in the by-law is: any body of water, which is;

- (i) located outdoors on private property
- (ii) wholly or partially contained by artificial means; and
- (iii) capable of holding water in excess of 0.61m in depth at any point.

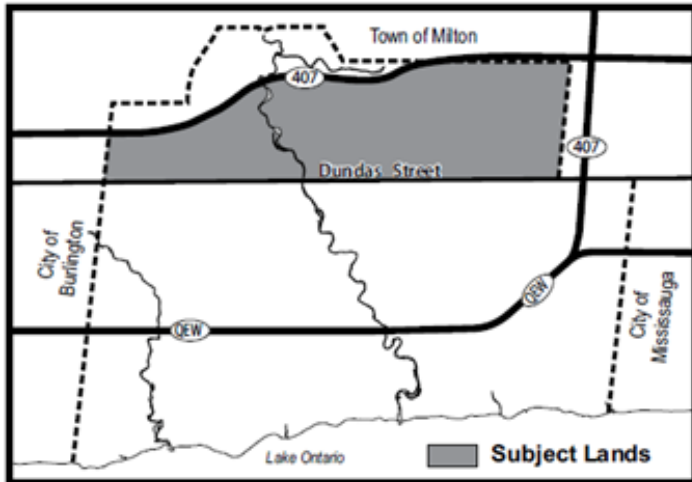
Zoning By-Law

Zoning by-law 2014-014 applies to all lands south of Dundas Street and north of highway 407.



Generally, the zoning regulations for properties located in these areas can be found in [Part 4, Section 4.16 – Outdoor Swimming Pools and Hot Tubs](#).

North Oakville Zoning by-law 2009-189 applies to all lands north of Dundas Street and south of Highway 407.



Generally, the zoning regulations for properties located in this area can be found in [Section 4.24 – Swimming Pools and Hot Tubs](#).

Swimming pool pumps, filters and heaters, including any appurtenances (e.g. above grade pipes) shall be setback a minimum of 0.6 m (2.0 ft.) from the side and rear property lines, and are not permitted to be located within the front yard. Where such equipment is installed at or above grade, the maximum height shall be 2.0 m (6.6 ft.) measured from grade to the top of the equipment.

Did you know that accessory buildings and structures, such as sheds, gazebos, pergolas, and cabanas are subject to the Zoning By-law regulations? For more information, visit the Oakville Zoning FAQ webpage www.oakville.ca/zoning.

Site Alteration By-Law (2003-021 as amended)

Site alteration: means the placement or dumping of fill on land, the removal of topsoil from the land, or the alteration of any grade of land by any means including the removal of vegetative cover, the compaction of soil or the creation of impervious surfaces, or any combination of these activities.

For further information with regard to site alteration, please see the town's Site Alteration: Erosion and Sediment Controls Guidelines available on line or at the Engineering Counter.

Private Tree Protection By-Law (2017-038 as amended)

The Private Tree By-Law is a by-law to protect or prohibit the injury or destruction or trees on private property within the Town of Oakville.

The town recognizes the ecological and aesthetic value of trees and is desirous of

managing the destruction and injury of trees, particularly large-stature trees and trees of heritage interest.

Municipal Tree By-Law (2009-025)

A by-law to authorize and regulate the planting, care, maintenance and removal or trees on town property and ensuring the sustainability of the urban forest.

To view the full by-laws or obtain a copy of any of the above by-laws, please visit the town's web site at: www.oakville.ca/townhall/ByLaws.html

Licensing

All Pool companies, Landscape companies (Licensing By-Law 2015-075) and Arborists (Licensing By-Law 2018-005) must be licensed by the town in order to work within the Town of Oakville. Licensing information is available from the Municipal Enforcement Services department.

Should you apply for a permit and not be licensed, a permit will not be issued. Failure to have a valid license and carry out work, will result in the work being stopped and charges being laid.

Discharge from Private Swimming Pools

The discharge of water from pools must be directed to the street curb and gutter, to the municipal ditch, or to another approved outlet acceptable to the town.

Please Note:

In the case of any discrepancy between the information in this guide and the approved by-laws, the approved by-laws shall be taken as correct.

Section 3 - Application Requirements

For all types of pools, hot tubs, spas and ponds, the following are required:

1. A completed Engineering Permit Application. (Appendix 'B')
2. Four copies of drawings. (for details see Section 4)
3. A lot grading certification from the builder, if in a new unassumed subdivision. (See Section 6)
4. An Arborist Report and Tree Protection Agreement (See below).
5. All other permits and sign-offs required; both town and external agencies (See Section 6)
6. All permit fees (See Appendix 'A').
7. All securities (See Appendix 'A').

Please note:

In order to process applications promptly and accurately, they need to be complete. Should information be missing, the application will not be accepted until it is complete. The Pre-application Checklist included (Section 5) will assist you to ensure that you have included all of the required documents.

Should there be an open permit on a property at the time of applying for a new pool permit, the town may not issue the requested pool permit until such time as the existing open permit is:

- a. certified by the owner's agent (P.Eng., OLS, LA) or the previous permit holder, and
- b. inspected and all deficiencies resolved/rectified, and
- c. the permit is closed.

Submission of Applications and Fees

All permit applications are to be submitted to the Engineering Counter on the main floor of the Oakville Municipal Building located at 1225 Trafalgar Road. Please make all cheques payable to the Town of Oakville. **(refundable security deposits must be in the form of certified cheque or bank draft)**

Permits that are a **complete submission** will be processed and ready for pickup within 10-15 business days.

Our office hours are Monday to Friday, 8:30am – 4:30pm. Please note that processing time may vary.

Arborist Report / Tree Protection Agreement / Private Tree Removal Permit Applications

An Arborist report is required;

- Where there are town trees along the frontage of your property or in proximity to your project in front of adjacent properties,
- Where private trees on your property and/or on your neighbors property are in proximity and could be impacted by the proposed project
- If you are unsure if you require an Arborist Report, please contact *Service Oakville* at 905-845-6601.

A Tree Protection Agreement with fees and securities will be required where town trees may be impacted, as per the Site Alteration By-Law.

A Private Tree removal permit application may be required where private tree removals are proposed. If you are unsure if you require a Private Tree removal permit application, please contact *ServiceOakville* at 905-845-6601 or reference Tree Protection and Removal at www.oakville.ca

Pre-Construction Photos

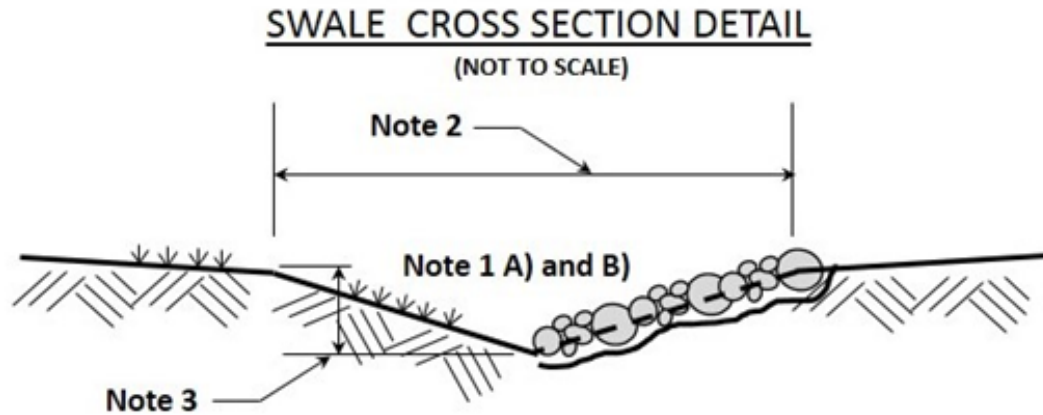
It is suggested that you take photos of the existing conditions of any town property and adjacent neighbour's property before you start construction. This will help to protect you from potential liability should any damage of town or private property be identified during an inspection.

Section 4 - Drawing Requirements

The following drawing information is required in metric on all plans submitted for Pool Enclosure Permits:

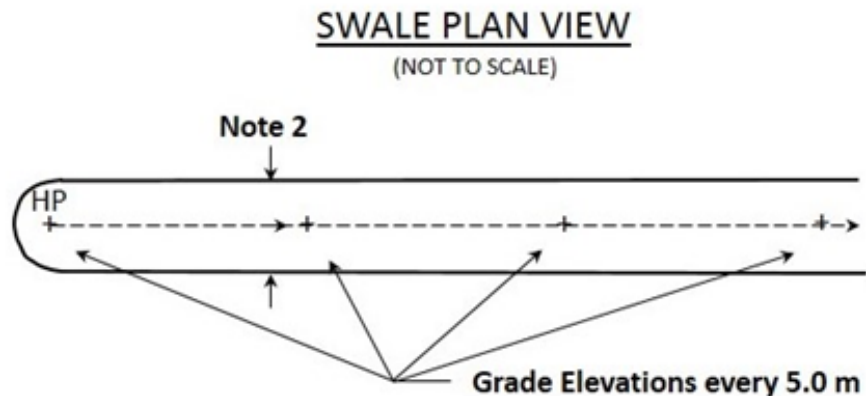
1. Limits of the full property with property lines and existing buildings.
2. Location and proposed size of the pool, hot tub or pond.
3. All new and existing sheds, cabanas, structures, pool equipment etc.
4. All setbacks (distance from proposed works to property lines) are to be shown.
5. The pool enclosure showing fencing type and height and to include all self-closing, lockable gates and access points from all buildings.
6. Any easements are to be shown.
7. Existing catchbasins or other drainage features on the property.
8. Pool sump pump and discharge point, if required (out front of the house towards the roadway). Note: The pump is to be sized to discharge the distance indicated on the plan.
9. Existing and Proposed drainage patterns, swales, grades and stormwater discharge point (see swale details on page 9).
10. All grades are to be surveyed or referenced back to the Door Sill (Elevation of 100.00) or geodectic elevations.
11. A minimum of 6 elevations are required along the side property lines and 4 along the rear property line. Swales are to have the same number of corresponding grade points. Areas where drainage is not focused (Sheet flow) must have sufficient spot elevations and arrows to indicate the direction of water flow.
12. All grading must match the existing property line grades at neighbouring property lines.
13. Downspout locations adjacent to the work and point of discharge are to be identified.
14. All landscaping beds, patio areas, walkways, concrete, retaining walls, etc., are to be shown with setback distances.
15. Location of construction access to the rear of the property.
16. All Tree Protection Zones (TPZ)
17. Existing features on the property that may not meet with town standards should be identified (i.e. downspouts piped underground, retaining walls or gardens blocking swales, etc.) to avoid being assessed as deficiencies to the current permit.
18. Existing grading and drainage issues may need to be corrected by the homeowner prior to a permit being issued or corrected in conjunction with the permit.

Swale Information

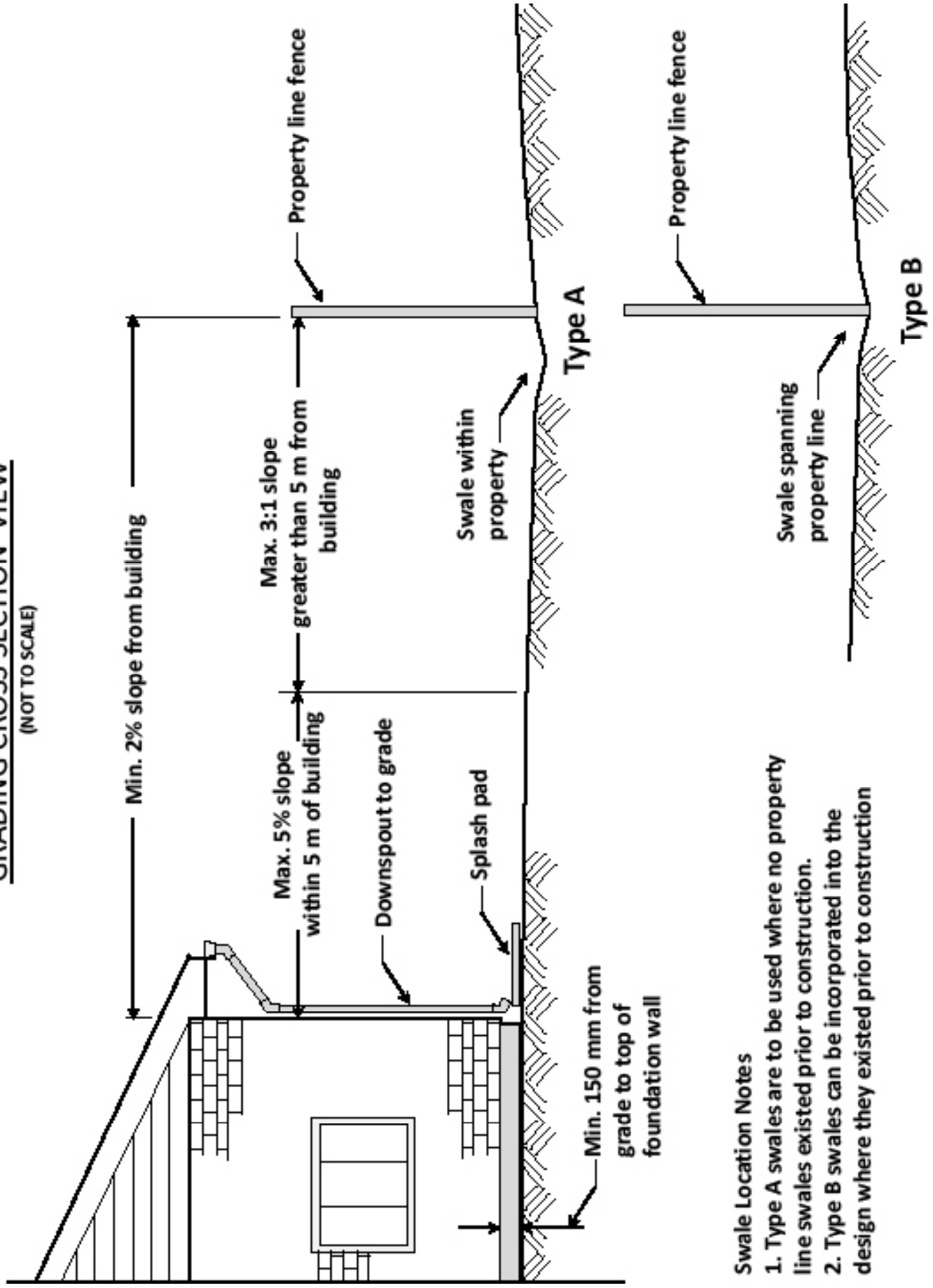


All swales are to:

1. Be stabilized with either: A) Topsoil and sod, or B) Filter cloth and river rock (potato stone) . Materials such as, fine gravel, mulch, etc. are not acceptable
2. Have a width of 1.2 to 2.0 m (Side yard swales may be a min. 0.6 m in width)
3. Have a depth of 150 to 600 mm
4. Be defined as a "V" with side slopes of no more than 3:1
5. Have a minimum linear slope of 2.0%
6. Max. length of 60 m before outfall to sewer, creek or municipal road
7. Have no walkways, retaining walls, gardens, trees, shrubs, etc. located within them.



GRADING CROSS SECTION VIEW
(NOT TO SCALE)



- Swale Location Notes**
1. Type A swales are to be used where no property line swales existed prior to construction.
 2. Type B swales can be incorporated into the design where they existed prior to construction

Section 5 - Pre-application Checklist for Pool Enclosure Permits

(To be completed by the applicant prior to applying)

Applicant _____ Date _____

Address of Pool Enclosure _____

Y	N	
		Do you have 4 copies of your drawings / plans?
		Do you have 4 copies of the pool enclosure details?
		Do you have a copy of the Lot Grading Certification from your builder? (if in a new unassumed subdivision)
		Do you have 1 copy of an arborists report?
		Do you require access through a town parkland or open space for construction?
		If yes to the above, is the Park Access Permit Application (Appendix C) approved and attached?
		Have you checked for utility locations in the area of work?
		If yes to the above, is the Utility Stake-out attached?
		Have you checked for any restrictive covenants on the property title (i.e. easements), which would restrict installation of a pool enclosure?
		Will you require construction access across/ from any neighbouring properties?
		If yes to the above is the Neighbouring Access Consent Agreement (Appendix D) completed and attached?
		Have you checked that the pool enclosure and any accessory sheds comply with the town's Zoning By-Law for height and setback?
		Are there municipal or privately owned trees located on the boulevard or ditched area along the frontage of your home that may be affected?
		If yes to the above, please contact <i>Service Oakville</i> at 905-845-6601 to commence the Town of Oakville Tree Protection Agreement process.
		Do you require storage of equipment/ materials on the road or boulevard area?
		If yes to the above, is the section of the Engineering Permit Application for Temporary Street Occupation completed?
		Does the property have a common lot line with Lake Ontario, creeks/ streams or open green space?
		If yes to the above, have you obtained a permit (if required) from Conservation Halton?
		Is the Application Fee, as per the User Fee By-Law attached?
		Are the Securities (100% of cost estimate). Letter of credit or certified cheque attached?

Section 6 - Additional Permit Information

In order for Development Engineering to issue a permit, additional information from other town departments or approvals from outside or external agencies may sometimes be required.

The following is a summary of additional information and external agencies. The town will not issue a permit should there be other/ external permits outstanding.

It is the responsibility of the applicant to ensure that all permits are applied for and obtained.

Town Departments/ Sections

1. Parks and Open Space

Should you need to cross town owned parkland or open space in order to access your property for construction, a permit must be obtained from the Parks and Open Space Department. Please contact *Service Oakville* at 905-845-6601. Separate fees and securities will be required should you require a permit. Please see Appendix 'C' for the application form.

2. Development and Engineering

Should you need to temporarily store construction material on the town's boulevard, place a bin or require a construction access that is different from your existing driveway; then you will need to complete the Engineering Permit application in Appendix B with the correct TSO boxes checked.

3. Planning

If your property is designated as a Heritage Property, you will be required to have the enclosure reviewed by a Heritage Planner for heritage continuity. A Heritage Planner can be reached through *Service Oakville* at 905-845-6601.

External Agencies

1. Ontario 1 Call/ Call Before You Dig

It is recommended that at the design stage or before you start any construction that you check for any underground utilities within the limits of the construction on your property. 1-800-400-2255 or www.on1call.com.

2. Region of Halton

Should your property back onto a Regional Road and you require access from that road, then you may be required to obtain a permit from the Region of Halton. The Region can be reached at 905-825-6000.

3. Conservation Halton/Credit Valley Conservation

Conservation approval is required for any property that backs onto Lake Ontario, regulated creeks, or open green spaces. Please contact Conservation Halton at 905-336-1158 or Credit Valley Conservation at 905-670-1615.

Note: Approval may take up to 4 weeks.

4. Hydro

It may also be necessary to obtain a permit from either Oakville Hydro: 905-825-9400 or Ontario Hydro: 1-800-434-1235 to cross their property or to identify overhead lines that may conflict with you pool or pool construction. If in doubt, please contact them.

5. TransCanada Pipelines

Should your property back onto a pipeline corridor, then you will need to contact TransCanada Pipeline at 289-260-3514 to obtain a clearance from them.

6. Developer – New Subdivisions

A Lot Grading Certification is required by the town if your lot is in a new subdivision that has not yet been assumed. After your sod has been completed and in place for 60 days (min) and there are no deficiencies, you should be able to obtain a certificate from your builder following the grading inspection.

Section 7 - Pool Enclosure Specifications

Part 1:

All Pool Enclosure Fences

1. Minimum pool enclosure fence height required is 1.24 m (4 feet), measured on the outside of the enclosure.
2. Maximum pool enclosure fence height is 2.0 m (6 feet, 6 inches) as per the Fence By-law (2002-034) as amended.
3. Pool enclosure fence shall not have any openings greater than 38 mm (1 ½ inches); unless constructed per the requirements in section 2, below.
4. All framing, braces and structural members are to be located on the pool side of the fence.
5. All gates must be constructed to be self closing, self latching and lockable.
6. Maximum clearance to finished grade (distance from bottom of fence to the ground) is 50 mm (2 inches).
7. Where Pool enclosure fencing is constructed adjacent to any other enclosure fencing that does not comply with the by-law (e.g. property line fencing), the pool enclosure shall be a minimum of 0.61 m (2 feet) from the other enclosure fencing.
8. The pool enclosure fencing shall be located no closer to the waters edge than 0.91 m (3 feet).
9. Access gate/s that are part of the pool enclosure shall be no closer to the waters edge than 1.52 m (5 feet).
10. Access from a building to a pool enclosure shall be no closer to the waters edge than 1.2 m (4 feet) and must be fitted with interior secondary locks 1.83 m (6 feet) above the inside floor level.

Part 2:

Specific to Fencing Material Type and Height

1. Where a pool enclosure is not chain link or wood lattice and is at least 1.52 m (5 feet) high and the top and bottom rails are 1.22 m (4 feet) apart, vertical openings between 38 mm (1 ½ inches) and 100 mm (4 inches) may be used.

Section 7 - Pool Enclosure Specifications

2. Where a pool enclosure is chain link fence and between 1.86 m (6 feet) to 2.0 m (6 feet, 6 inches) in height, 50 mm (2.0 inch) fencing mesh may be used.
3. Where a pool enclosure is wood lattice, the wood shall be a minimum of 13 mm (1/2 inch) thick and shall not have any openings greater than 38 mm (1 ½ inches). Height shall comply with Section 1.
4. Where a pool enclosure is horizontal louvers or members, openings of up to 25 mm (1 inch) may be used. Where louvers are used, the louvers must be angled downward on the outside of the enclosure. Height shall comply with Section 1.

Part 3:

Specific Enclosure Prohibitions

1. Where any object or material is placed, piled, attached, leaned against or near a pool enclosure that would allow the enclosure to be climbed or would cause the enclosure to be structurally unsound, the pool enclosure would be non-compliant with the by-law. e.g.
 - a) Where the enclosure is less than 0.61m from a gas meter, air conditioner, heat pump, rail/ guard, etc. which could be used as a step;
 - b) Where piping attached to a building or the enclosure could be used as a step;
 - c) Where a building is constructed in a way that provides a step (stone/ brick to siding).
2. Where a pool enclosure is constructed less than 0.61m (2ft.) from any other non-compliant enclosure or a new non-complaint enclosure is constructed less than 0.61m (2ft.) from a pool enclosure, the pool enclosure would be non-compliant with the by-law.
3. No portion of a pool enclosure may be removed or altered, without a permit, if the pool is full or water.

For additional prohibitions and requirements, please see the full by-law.

Section 8 - Inspections and Release of Securities

Inspections are required by the town in order to ensure that the town's by-laws are adhered to and that safety measures are in place.

Inspections

For pool/ pool enclosure and site alteration works, 3 mandatory inspections are required for an Engineering Permit.

1. Just after the permit is obtained, to ensure that your tree protection and erosion control and siltation measures are in place and functioning.
2. Just prior to filling the pool with water.

Contractors must submit a Pool Enclosure Certification letter prior to filling any new pool installation (see Appendix 'E'). The town will be carrying out random inspections to ensure compliance with the by-law. The Final Enclosure Inspection ensures that all works are 100% completed and any deficiencies have been rectified.

It is an Offence under the Pool Enclosure By-Law to fill a pool prior to having a Pool Enclosure Inspection. Every person convicted is liable to a fine under the Provincial Offences Act, of not more than \$5,000.00 exclusive of costs.

3. A Final Inspection once all works are 100% completed, both pool and site alteration.

Please note that any variation from the approved drawings may result in a failed final inspection

Certification

In order to confirm the works have been completed in accordance with the approved plan and for the town to carry out the final inspection, as noted above, the applicant must first submit:

A Grading Certificate, signed stamped and dated by a qualified Professional Engineer, Ontario Land Surveyor or a Landscape Architect. (see Appendix 'F', choose the certificate that applies)

Release of Security

In order to obtain a refund of your Engineering Permit or tree securities once all works have been completed, you must submit a new grading certificate (see Appendix 'F') and contact *Service Oakville* at 905-845-6601 to request a Final Inspection. Town Inspectors will be inspecting to ensure that all requirements of your permit/s have been completed, there is no damage to town or adjacent properties, abutting owners are not adversely affected and trees have not been damaged or removed. Once the final inspections have been completed and there are no deficiencies, your securities will be returned.

Please note:

Should the Final Inspection fail, a reinspection fee will be required prior to a repeated Final Inspection. As per the Town's approved rates and fees by-law.

Section 9 - Pool Removal

Where a property owner has a pool and no longer wants or needs it and they would like to remove it, the following procedure and guidelines must be followed for its removal:

Removal Process

1. Remove from the property all plastic/ vinyl components, liner, edge coping, skimmer frame, pipes/ hoses, etc.
2. Remove from the property all wood members, supports, trim, etc.
3. Remove from the property all steel/ aluminum components, liner, trim, etc.
4. Remaining gunite / concrete bottom is to be holed with a minimum of 2 holes 1.8 X1.8m holes to allow drainage.
5. Remaining gunite / concrete is to be broken down a minimum 0.6m below finished grade.
6. Any gunite / concrete pieces to be buried must be 0.3 X 0.3m or smaller.
7. The remaining pit is to be filled with compacted clean fill and then covered with topsoil and sod/ seed (as a minimum).

Requirement for Permit

The above is exempt from site alteration unless you plan to carry out additional works that will affect the existing drainage pattern or drain water onto or within 0.3m of another property.

If you intend to carrying out landscaping and grading changes, you must obtain an Engineering permit.

Pool Enclosure Fencing

Once a pool has been removed as described above, you may make changes to your pool enclosure/ fencing; however, if any adjoining property has a pool and the fencing on that boundary forms part of the adjacent property's pool enclosure, no changes can be made as it must continue to comply with the Pool Enclosure By-Law.

Other Permits and Requirements

Work activities may still require additional permissions based on the extent and location of works proposed. The following are examples of additional works associated with your pool project that could require permits:

- a. Tree removal or the protection of trees
- b. Works on town property
- c. Temporary material or bin storage on town property

If they are proposed activities please check the required boxes on the Engineering Permit application.

Please note:

All Town of Oakville By-Laws are enforceable regardless of issuance of permit. It is the applicant's responsibility to review applicable By-Laws and abide by the restrictions therein.

By-Laws may be found on the Town of Oakville's website at www.oakville.ca/bylaws

Appendix 'A'- Fees and Securities

Please make all cheques payable to the Town of Oakville. **Refundable security deposits must be in the form of certified cheque or bank drafts.** Bank drafts must have information with regard to who is posting the draft, for refund purposes.

Fees

As fees change year to year, the Town of Oakville has enacted a Rates and Fees By-Law which encompasses all fees throughout the town's different departments.

For all Engineering Permit activities and tree protection fees please see the Rates and Fees By-Law on the town website.

Additional final Inspections may require an additional fee.

Securities

Engineering Permit - \$5,000.00

Tree Protection - Securities are calculated on a site-by-site basis as tree numbers and species vary from site to site.

The calculations are based on size, health, species of tree, potential impact of works on trees and the estimated value.

Appendix 'B' - Engineering Permit Application (Side 1)

A hard copy of this application form is available at the Engineering front counter. A fillable PDF form is available on the town's website.



Corporation of the Town of
Oakville
Development Engineering
1225 Trafalgar Road, Oakville ON
L6H 0H3 905-845-6601

Engineering Permit Application

I am the OWNER or AUTHORIZED AGENT OF THE OWNER, named in this application and confirm the information below and the plans / specifications properly describe the work for which a permit is being sought.

Applicant _____ Signature _____
(printed name)

Dated _____

Location of Works	Municipal Address: Legal Property Description:
Owner	Name: _____ Phone: _____ Mailing Address: _____ email: _____ <small>(if differs from above)</small>
Contractor and Sub-contractors <small>Use 2nd page if req'd. (required for Pool, Driveway, Excavation activities)</small>	Name of Firm: _____ Phone: _____ Type of Work: _____ Mailing Address: _____ email: _____ Contact: _____ 24hr Contact Phone: _____
Applicant <small>(if not Owner)</small>	Name of Firm: _____ Phone: _____ Type of Work: _____ Mailing Address: _____ email: _____ Contact: _____ 24hr Contact Phone: _____

Permit Requirements

- Four (4) copies of a plan/s certified by a Professional Engineer or other qualified persons. One (1) electronic copy.
- Application Fee: cash, cheque, debit or credit card. (as per the current Rates and Fees By-law).
- Cost estimate for all works. (subdivision, site plan and ROW works)
- Two (2) copies of a Stormwater Management Report. One (1) electronic copy. (subdivision and DESP)
- One (1) copy of an Arborist Report. One (1) electronic copy
- Approved, Phase 1 Environmental and Archaeological Reports (subdivision and site plan).
- Insurance Certificate in the amount of 5 million with the Town as additional insured (ROW works)
- All other Permits and Sign-offs required (both Town and external agencies).
- Securities: certified cheque; or for subdivisions and site plans a Letter of Credit. These may be posted prior to issuance of permit or approval.

Works on Private Property (Check all that apply) note: DESP applies to all properties Zoned RLX-0

<input type="checkbox"/> Site Alteration – Residential; additions < 50m ² , pools, landscaping, etc.	<input type="checkbox"/> Site Alteration – Commercial; subdivisions, site plans, condos
<input type="checkbox"/> Pool Enclosure - new and retrofit <input type="checkbox"/> Check if pool is salt water	<input type="checkbox"/> Tree Protection / Removal
<input type="checkbox"/> Development Engineering Site Plan (DESP) – Residential; new, infill & additions > 50m ²	
Further description of Works:	

Works on Town Property, Municipal Right of Way, ROW (Check all that apply)

<input type="checkbox"/> Excavation - utility, private servicing, bore holes, etc.	<input type="checkbox"/> Driveway – Residential; new and modifications	<input type="checkbox"/> TSO – Cranes; fixed/ mobile, tracked equ, hoarding, shoring
<input type="checkbox"/> Tree Protection / Removal	<input type="checkbox"/> Driveway – Multiple Residential & Non-residential; new and modifications	<input type="checkbox"/> TSO - Bins, rubber tire equipment, materials, vehicles
Further description of Works:		

Engineering Permit Conditions are attached to the approved permit based on the works indicated above

Please note: Section 9.1 of the Site Alteration By-Law allows Town inspectors to enter and inspect any land to determine whether the provisions of this by-law have been complied with.

Personal information on this form is collected and used for the purpose collected under the authority of the Municipal Act, as amended.

Appendix 'B' - Engineering Permit Application (Side 2)

Contractor and Sub-contractors
2nd page.

Engineering Permit Application

<p>I am the <input type="checkbox"/> OWNER or <input type="checkbox"/> AUTHORIZED AGENT OF THE OWNER, named in this application and confirm the information below and the plans / specifications properly describe the work for which a permit is being sought.</p> <p>Applicant _____ Signature _____ <small>(printed name)</small> Dated _____</p>	
Location of Works	Municipal Address: Legal Property Description:
Contractor and Sub-contractors	Name of Firm: _____ Phone: _____ Type of Work: _____ Mailing Address: _____ email: _____ Contact: _____ 24hr Contact Phone: _____
Contractor and Sub-contractors	Name of Firm: _____ Phone: _____ Type of Work: _____ Mailing Address: _____ email: _____ Contact: _____ 24hr Contact Phone: _____
Contractor and Sub-contractors	Name of Firm: _____ Phone: _____ Type of Work: _____ Mailing Address: _____ email: _____ Contact: _____ 24hr Contact Phone: _____
Contractor and Sub-contractors	Name of Firm: _____ Phone: _____ Type of Work: _____ Mailing Address: _____ email: _____ Contact: _____ 24hr Contact Phone: _____
Contractor and Sub-contractors	Name of Firm: _____ Phone: _____ Type of Work: _____ Mailing Address: _____ email: _____ Contact: _____ 24hr Contact Phone: _____
Contractor and Sub-contractors	Name of Firm: _____ Phone: _____ Type of Work: _____ Mailing Address: _____ email: _____ Contact: _____ 24hr Contact Phone: _____

Appendix 'C' - Parks and Open Space Department Park Access Application and Permit (Side 1)

A hard copy of this application form is available at the Parks and Open Space front counter. A PDF form is available on the town's website.


OAKVILLE

PARKS AND OPEN SPACE DEPARTMENT

PARK ACCESS APPLICATION AND PERMIT

Park Name:	Permit Number:
Project Location (Street address):	(Postal Code):
Project Type: <input type="checkbox"/> Pool <input type="checkbox"/> Landscaping <input type="checkbox"/> Building Renovation <input type="checkbox"/> Other (provide details)	
Issued:	Expiry:
Permit Fee Received: \$	Security Received: \$
Applicant Name:	Applicant Phone:
Applicant Address: <input type="checkbox"/> Same as Project Location	
Owner Name: <input type="checkbox"/> Same as Above	Owner Phone: <input type="checkbox"/> Same as Above
Owner Address: <input type="checkbox"/> Same as Above	
I have read and understood the terms and conditions as outlined below	
Applicant Signature	Date:
X	

Personal information on this form is collected under the authority of the Municipal Act, R.S.O. 1990, c. M46 (as amended), and will be used by Parks and Open Space staff to determine the number of applications received and to record the number of applications which are approved as well as the parks involved. Questions about this collection should be referred to the Director, Parks and Open Space Department, Town of Oakville, 1225 Trafalgar Road, Oakville, Ontario, L6H 0H3. Phone 905-845-6601, extension 3076.

Approved by: _____ Date: _____

Terms and Conditions

This permit is granted subject to the following terms and conditions:

- Work is not to commence until an approved copy of the Park Access Permit is received by the applicant
- Inspection of the site by a Parks representative is necessary to determine compliance with this permit and the applicant authorizes and consents to such inspection. Upon completion of work, the applicant must notify the Parks and Open Space Department to arrange for a final inspection.
- Work authorized by this permit shall be completed in all respects and include reinstatement of the Park/Public space and amenities to as good as, or better than, site conditions found prior to commencement of work.

is understood by the applicant that he or she is totally responsible for any damage to park property arising from this permission to use park property and he or she shall forthwith reimburse the Town for the total cost to the Town of repairs and supervision to reinstate the park to its original condition.

All work and reinstatement of the park space is to be complete within six (6) weeks of the Permit Issue date or before the first (1st) day of December of the year of issuance, whichever occurs first. Extensions will not be issued except with the express written permission of the Director of Parks and Open Space and an additional Park Access Permit (with associated fees) will be required and must be issued.

All reinstatement of disturbed grounds and amenities shall be completed using approved materials as defined by the Town. All disturbed green open park space, including boulevards, trail heads and trail edges shall be reinstated using sod. Sod shall be watered to a depth of 2.5 cm twice weekly for a minimum of three weeks after installation

NOTE: Written approval is also required to cross the TransCanada PipeLines by contacting Mark O'Connell at TransCanada PipeLines at 289-260-3514. Approval to cross Union Gas pipelines can be obtained by contacting the Hamilton Halton District Engineer at 289-649-2060. Approval to cross Enbridge pipelines can be obtained by contacting Ann Newman, Crossings Co-ordinator, at 519-339-0503. Copies of these approvals must accompany the Permit request.

Appendix 'C' - Parks and Open Space Department Park Access Application and Permit (Side 2)

All applicable By-Laws and Town Policies must be observed. These include, but are not limited to the following:

THE REGIONAL MUNICIPALITY OF HALTON Tree BY-LAW NO. 121-05, viewable at <http://www.halton.ca> ,
and Town of Oakville By Laws: Parks By-Law 1999-159
Fences and Privacy Screens By-Law 2002-034
Site Alteration By-Law 2003-021
Private Tree Protection By-Law 2008-156

To view Town of Oakville By-Laws, please visit www.oakville.ca/townhall/by-laws.html and type By-Law number in the Search window

***** RETURN OF REFUNDABLE SECURITY DEPOSIT *****

To ensure that the park property is returned to its original condition, before being used for access by the applicant, a minimum deposit in the amount of **\$3,000.00 certified cheque** will be required before any construction commences. The specific amount will be confirmed by the Town and will be cashed and returned upon completion of the project. **A fee of \$146.00 is required for the Park Access Permit (non-refundable).**

Refundable Security Deposits are collected at time of permit application, by the Parks and Open Space Department. Upon completion of the project, a representative of the Parks and Open Space Department will complete a site inspection and approve the reinstatement, or report any deficiencies to the Permit Applicant. Reimbursement of Securities will be issued after passing inspections from Parks and Open Space, Development Services, Construction and Engineering, Forestry and/or any other Town interests who have been involved with the project. Failure to complete the project by the expiry date or to obtain extension approval from the Director will result in Town resources being used to reinstate the area: labour, equipment, materials and administration costs will be deducted from the security.

It is the responsibility of the permit holder or their agent to arrange for a final inspection prior to parks securities being reimbursed
TO BOOK FINAL INSPECTIONS

PLEASE CALL (905) 845-6601 Ext 3610 OR EMAIL: hkumagai@oakville.ca

Please indicate method of delivery preference and provide contact and delivery information as appropriate.

- Surface Mail: Mailing Address: _____
Town: _____ Postal Code: _____
- E-mail: Email address: _____
- Fax: Fax number: _____
- Pick up: Parks and Open Space Department Counter,
Town Hall, 1225 Trafalgar Road:
You will be called by phone to advise when the Permit is ready for pick-up: Phone Number: _____

Applications will take up to two (2) weeks to process. Park Access Permits are valid for six (6) weeks from date of issuance or until Dec 1 of the year of issue.

FOR OFFICE USE ONLY

RECEIVED BY: _____ TOWN OF OAKVILLE _____ DATE _____

ASSUMED PARKLAND YES NO _____ SIGNATURE _____ DATE _____

SITE INSPECTED BY: _____ SIGNATURE _____ DATE _____

ACCESS GRANTED: YES NO _____ SIGNATURE _____ DATE _____

FINAL INSPECTION BY: _____ SIGNATURE _____ DATE _____

NOTES: _____

DEPOSIT OR PORTION THEREOF RETURNED _____ DATE: _____

Appendix 'D' - Neighbouring Access Consent Agreement

First Party

I _____ (printed name),

reside and own _____ and wish to have _____

_____ (i.e. pool, landscaping, accessory building, gazebo, etc.) carried out in my rear yard at the above address. In order to do so, I require a construction access to move material from the front of the property to the rear between the houses, across both, my own property and the adjacent property located at:

_____. I require the access for the approximate duration _____.

Signed: _____

Dated: _____

Second Party

I _____ (printed name),

reside and own _____ (the adjacent property to the construction). I agree to allow access over my property for the above works, under the follow conditions:

Signed: _____

Dated: _____

By signing this agreement, both parties agree to adhere to the conditions set out above; and all applicable Town of Oakville by-laws.

Appendix 'E' - Pool Enclosure Fill Certification

(COMPANY LETTERHEAD)

(Date)

Town of Oakville
Development Engineering
1225 Trafalgar Road
Oakville, Ontario
L6H 0H3

Attention: Manager, Permits & Inspections

Dear Sir:

Re: **Pool Enclosure Certification to allow Pool Fill**
(name of client)
(client address)
(permit number)

The pool at the above municipal address is ready to be filled with water.

I am qualified and licenced (licence # _____) in the Town of Oakville to construct pools and pool enclosures.

I have performed onsite inspections of the pool enclosure as per Part 3, Section 13(b) of By-Law 2006-071 and hereby certify the following;

1. The pool enclosure is in general conformance with the plan(s) approved by the Director, Development Engineering.
2. The pool enclosure has been constructed and complies with Part 5, Standards for Pool Enclosures and Part 6, Special Provisions and Partial Exemptions of By-Law 2006-071.
3. All self closing and locking mechanisms are installed and functional.

I understand that, every person who contravenes any provision of this By-Law (2006-071) is guilty of an offence, and is liable upon conviction to a fine under the provincial Offences Act, of not more than \$5,000.00 exclusive of costs.

Yours truly,

(Signature)
(Position at Company)

Cc Homeowner

Appendix 'F' - Lot Grading Certification

Grading Certifications FAQ

2019

As a result of discussions with several Ontario Land Surveyors, we have changed some of the wording on the original 2018 Grading Certification and have developed 2 additional new certificates for stormwater device certification.

Please see the following for the use of the reworded and new certificates:

Certificate 1. Lot Grading Certification

Used by any of the following: OLS, P.Eng. or LA

If the new infill build has stormwater devices as part of the approved works, the Stormwater Device Certification would also have to be completed by an engineer.

Certificate 2. Lot Grading and Stormwater Device Certification

If an engineer is certifying the whole project (grading and storm devices) then this certification is used.

Certificate 3. Stormwater Device Certification

If certification 1 is completed by an OLS or LA and there are stormwater devices, this certification is used by an engineer in conjunction with certification 1.

**Sample: Certification 1, Lot Grading Certification
P.Eng, OLS, LA**

June 2019

(COMPANY LETTERHEAD)
(Date)

Town of Oakville
Development Engineering
1225 Trafalgar Road
Oakville, Ontario
L6H 0H3

Attention: Manager, Permits & Inspections

Dear Sir:

Re: **Grading Certification**
(name of client)
(client address)
(permit number)

With regard to the above property and permit, a visual inspection was completed on _____, in conjunction with the review of the approved stamped plans, dated _____.

I certify that lot grading and drainage elements forming part of the approved plans have been completed and conform to the proposed grades as shown on the approved plans, to support all drainage coming off or passing through the lot. The lot has been fully stabilized with sod or other suitable ground cover.

This certification does not infer that the adjoining lands are appropriately graded.

(where a new or renovated home is constructed, the following must be included)

Additionally, all roof leader/downspouts are placed and outlet in accordance with the approved plan; and where the sump pump outlets to grade, the outlet point is located in accordance with the approved plan.

Yours truly,

(P.Eng, OLS, LA; Stamp, signed and dated)

(Signature and Position at Company)

Sample: Certification 2, Lot Grading and Stormwater Device Certification

P.Eng

June 2019

(COMPANY LETTERHEAD)

(Date)

Town of Oakville
Development Engineering
1225 Trafalgar Road
Oakville, Ontario
L6H 0H3

Attention: Manager, Permits & Inspections

Dear Sir:

Re: Grading and Stormwater Device Certification

(name of client)

(client address)

(permit number)

With regard to the above property and permit, a visual inspection was completed on _____, in conjunction with the review of the approved stamped plans, dated _____.

I certify that lot grading and drainage elements forming part of the approved plans have been completed and conform to the proposed grades as shown on the approved plans, to support all drainage coming off or passing through the lot. The lot has been fully stabilized with sod or other suitable ground cover.

This certification does not infer that the adjoining lands are appropriately graded.

(where a new or renovated home is constructed, the following must be included)

Additionally, all roof leader/downspouts are placed and outlet in accordance with the approved plan; and where the sump pump outlets to grade, the outlet point is located in accordance with the approved plan.

(where other required stormwater devices are installed, the following must be included)

All stormwater devices; dry-wells, catchbasins, piping and connections required have been installed in accordance with the approved plan/s.

Yours truly,

(P.Eng; Stamp, signed and dated)

(Signature and Position at Company)

**Sample: Certification 3, Stormwater Device Certification
P.Eng**

June 2019

(COMPANY LETTERHEAD)

(Date)

Town of Oakville
Development Engineering
1225 Trafalgar Road
Oakville, Ontario
L6H 0H3

Attention: Manager, Permits & Inspections

Dear Sir:

Re: **Stormwater Device Certification**
(name of client)
(client address)
(permit number)

With regard to the above property and permit, a visual inspection was completed on _____, in conjunction with the review of the approved stamped plans, dated _____.

I certify that all stormwater devices; dry-wells, catchbasins, piping and connections required, have been installed in accordance with the approved plan/s.

Yours truly,

(P.Eng; Stamp, signed and dated)

(Signature and Position at Company)