

SWIMMING POOL ENCLOSURES

PERMIT PROCEDURES AND GUIDELINES

Community Development Commission



SWIMMING POOL ENCLOSURES **PERMIT PROCEDURES AND GUIDELINES**

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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 fill up your new 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 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](#).

Section 2 - By-law Information

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,
- 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 (1984-63)

Swimming pool setback requirements.

Residential Zones: General provisions specific to Residential zones.

Swimming pools:

Uncovered swimming pools incidental to residential uses shall not be included in the 10% maximum coverage for accessory buildings, but:

- 1) if in the rear yard or side yard, shall not be less than 1.5m from any lot line,
- 2) in the case of a corner lot shall not be within 3.5m of the flankage, and
- 3) shall not be in the front yard unless the front yard is at least 0.2ha in area, and shall not be nearer the street line than 15m or the required building set back, whichever is the greater, nor nearer the side lot line than 15m.

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 Development Engineering counter.

Private Tree Protection By-Law (2008-156 as amended)

The Private Tree By-Law is a by-law to protect or prohibit the injury or destruction of 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 of 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:

www.oakville.ca/townhall/by-laws.html

Discharge from Private Swimming Pools

The discharge of water from pools must be directed to the street curb and gutter to drain to the sewer or 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-law, the approved by-law 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 Development Permit Application. (Appendix 'B')
2. Two 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.

Submission of Applications and Fees

All permit applications are to be submitted to the Development Engineering Department on the upper level 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 cash/ debit card, 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

An Arborist report is required where there are town trees along the frontage of your property and where there are trees on your property and/ or neighbour's property that could be damaged as a result of your construction.

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 trees may be impacted, as per the Site Alteration By-Law.

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 on all plans submitted for Pool Enclosure Permits:

1. Limits of property with property lines and existing buildings.
2. Location of the pool, hot tub or pond.
3. The pool enclosure showing fencing type and height and to include all self-closing, lockable gates and access points from all buildings.
4. All new sheds, cabanas, structures, pool equipment etc.
5. All setbacks (distance from proposed works to property lines) are to be shown.
6. Any easements are to be shown.
7. Existing catchbasins 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.
10. All grades are to be referenced back to the Door Sill (Elevation of 100.00)
11. Downspout locations and point of discharge are to be identified.
12. All landscaping beds, patio areas, concrete, retaining walls, etc., are to be shown with setback distances.
13. Location of construction access to the rear of the property.
14. All Tree Protection Zones (TPZ)

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	
<input type="checkbox"/>	<input type="checkbox"/>	Do you have 2 copies of your drawings / plans?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have 2 copies of the pool enclosure details?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a copy of the Lot Grading Certification from your builder? (if in a new unassumed subdivision)
<input type="checkbox"/>	<input type="checkbox"/>	Do you have an arborists report?
<input type="checkbox"/>	<input type="checkbox"/>	Do you require access through a town parkland or open space for construction?
<input type="checkbox"/>	<input type="checkbox"/>	If yes to the above, is the Park Access Permit Application (Appendix F) approved and attached?
<input type="checkbox"/>	<input type="checkbox"/>	Have you checked for utility locations in the area of work?
<input type="checkbox"/>	<input type="checkbox"/>	If yes to the above, is the Utility Stake-out attached?
<input type="checkbox"/>	<input type="checkbox"/>	Have you checked for any restrictive covenants on the property title (i.e. easements), which would restrict installation of a pool enclosure?
<input type="checkbox"/>	<input type="checkbox"/>	Will you require construction access across/ from any neighbouring properties?
<input type="checkbox"/>	<input type="checkbox"/>	If yes to the above is the Neighbouring Access Consent Agreement (Appendix G) completed and attached?
<input type="checkbox"/>	<input type="checkbox"/>	Have you checked that the pool enclosure and any accessory sheds comply with the Town's Zoning By-Law for height and setback?
<input type="checkbox"/>	<input type="checkbox"/>	Are there municipal trees located on the boulevard or ditched area along the frontage of your home?
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Do you require storage of equipment/ materials on the road or boulevard area?
<input type="checkbox"/>	<input type="checkbox"/>	If yes to the above, is the Temporary Street Occupation Permit (Appendix D) approved and attached?
<input type="checkbox"/>	<input type="checkbox"/>	Does the property have a common lot line with Lake Ontario, creeks/ streams or open green space?
<input type="checkbox"/>	<input type="checkbox"/>	If yes to the above, have you obtained a permit (if required) from Conservation Halton?
<input type="checkbox"/>	<input type="checkbox"/>	Is the Application Fee, as per the User Fee By-Law attached?
<input type="checkbox"/>	<input type="checkbox"/>	Are the Securities (100% of cost estimate). Letter of credit or certified cheque attached?

Section 6 - Additional Permit Information

In order for the 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 the Parks Administrator at 905-845-6601, extension 3076. Separate fees and securities will be required should you require a permit. Please see Appendix 'F' for the application form.

2. Development and Engineering

Should you need to 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 require a Temporary Street Occupation Permit (TSO) and / or a Driveway Permit, please contact *Service Oakville* at 905-845-6601. Separate fees and securities will be required should you require a permit. Please see Appendix 'D' and 'E' for permit applications.

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 at 905-845-6601, extension 3870 or 2875.

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

Conservation Halton approval is required for any property that backs onto Lake Ontario, regulated creeks, or open green spaces. Please contact them at 905-336-1158. Note: Approval from Conservation Halton 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 - 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.

Swimming Pool enclosure inspections

Development Engineering requires that 2 inspections be carried out; 1 just prior to filling the pool** and 1 Final Inspection just prior to the release of your securities.

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.

** Contractors must submit a Pool Enclosure Certification letter prior to filling any new pool installation (see Appendix 'H'). 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 previous deficiencies have been rectified.

Site Alteration Inspections

Two inspections are required for a Development Permit; 1 just prior to obtaining the permit to ensure that your erosion control and siltation measures are in place and functioning; and 1 inspection for a Final Inspection once all works are 100% completed.

Release of Security

In order to obtain a refund of your Development Permit or tree securities once all works have been completed, you must submit a grading certificate (see Appendix H) and contact Development Engineering 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.

Section 8 - 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 carryout 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 a Site Alteration permit.

Pool Enclosure Fencing

Once the 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 comply with the Pool Enclosure By-law.

Other Permits and Requirements

Work activities may still require additional permits based on the extent and location of works proposed. The following are examples of additional works that would require permits:

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

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 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 cash/ debit card, 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 pool, site alteration 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

Development Permit for a pool enclosure

\$300.00 per meter of property frontage, up to a maximum of \$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' – Development 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

Development Permit Application

PERMIT NO: _____

Location of Works	Municipal Address:	
	Legal Address:	
Owner	Name:	Phone:
	Mailing Address: <small>(if different from above)</small>	email:
Contractor	Name of Firm:	Phone:
	Mailing Address:	email:
	Contact:	
Applicant <small>(if not Owner)</small>	Name of Firm:	Phone:
	Mailing Address:	email:
	Contact:	24hr Contact Phone:

Permit Requirements

- 3 copies of a plan certified by a Professional Engineer or other qualified persons, as per Schedule 'D' of the Site Alteration By-Law.
- The Application Fee (as per the current Rates and Fees By-law).
- Cost estimate of all siltation control works and maintenance. (subdivision and site plan requirements)
- Securities in the form of certified cheque, debit or cash (Letter of Credit for subdivision and site plan)
- Arborist Report.
- Approved, Phase 1 Environmental and Archaeological Reports for subdivision and site plan.
- All other Permits and Sign offs required (both Town and external agencies).

Description of Works

<input type="checkbox"/> Residential - Infill	<input type="checkbox"/> Commercial Subdivision	<input type="checkbox"/> N/O Topsoil Removal/ Stockpiling
<input type="checkbox"/> Residential - New	<input type="checkbox"/> Industrial Subdivision	<input type="checkbox"/> N/O Cut/ Fill/ Balance
<input type="checkbox"/> Residential - Addition	<input type="checkbox"/> Residential Subdivision	<input type="checkbox"/> Demolition
<input type="checkbox"/> Residential - Pool	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Other (Complete below)	<input type="checkbox"/> Condominium	
Further Description of Works:		

Additional Permits/ Access Agreements Required

<input type="checkbox"/> Conservation Authority	<input type="checkbox"/> Temporary Street Occupation	<input type="checkbox"/> Parks & Open Space Access
<input type="checkbox"/> Municipal tree protection Agreement	<input type="checkbox"/> Neighbouring Access Consent Agreement	<input type="checkbox"/> Demolition Permit Sign-off
<input type="checkbox"/> Other:		

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

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.

Applicant _____ Signature _____
(printed name)
 Dated _____

Office Use Only	
Refundable Deposit Amt.:	Receipt No.:
Permit Fee:	Receipt No.:

It is the applicant's responsibility to comply with all permit and by-law conditions as indicated on this permit and approved plans. Failure to do so may result in stoppage of works and/ or charges.

Personal Information on this form is collected and used for the purpose collected under the authority of the Municipal Act, as amended
 Questions about the collection of personal information should be directed to: Records and Freedom of Information Officer, Clerk's Department, 905-815-6053

Appendix 'B' – Development Permit Application (side 2)

Development Permit Conditions

General

1. Only the works indicated on the reverse side are approved. Installation of services and/ or foundations are not permitted as part of this permit.
2. If this permit is associated with residential infill, new or addition/ renovation; all downspouts are to be located such that they do not adversely affect adjacent properties and do not drain directly onto adjacent properties. All downspouts must drain onto splash pads.
3. Any works within the Town's right-of-way including material and equipment storage require a permit from the Engineering and Construction Department.
4. Mud tracking onto municipal right-of-ways must be mitigated with siltation measures and cleaned regularly and should not allow any accumulation. Town Staff may direct additional cleaning if deemed a safety hazard.
5. The applicant is responsible to have all locates conducted prior to the commencement of works.
6. The applicant agrees that neither he/ she, the owner, nor anyone acting on his/her behalf, shall; trespass on any public or privately owned land, other than public road allowances and highways, without the permission of said owner or; permit the throwing, placing or depositing of refuse or debris on any highway, public or private property, unless authorized by the owner.
7. Upon completion of the works, the owner shall supply to the Town a Lot Grading Certificate, stamped by Civil Engineer (P.Eng.), Architect (OALA) or Surveyor (OLS) certifying the grading conforms to the overall grading plan and there is no adverse impact on the neighbouring properties.

Erosion and Sediment Control

8. All erosion and sediment controls are to be installed according to approved plans prior to commencement of any other work on the site and shall remain in place for the duration of the works.
9. Erosion and sediment controls are to be maintained and inspected regularly (and after every storm event) and maintained in proper working order at all times. On larger sites, determined by the Town in its sole discretion, weekly inspection reports and maintenance logs may be required.
10. Where a site requires dewatering, the water shall be treated to have suspended particles no greater than 40micron in size.
11. Existing storm sewers adjacent to the works shall be protected at all times. All inlets (rear lot catchbasins, road catchbasins, pipe inlets, etc.) must be secured/ fitted with siltation control measures.

Grading

12. Existing drainage patterns to remain, unless otherwise identified and detailed on the approved plan as part of the works proposed with this permit.
13. The works subject to this permit shall not interfere with the existing drainage pattern of adjacent properties and/ or lot line drainage swales. Grading alteration within 0.3m of the property line is not permitted, unless specifically approved.
14. Finished grade adjacent to any existing building must be minimum 150mm (6 inches) below top of foundation wall and drain away from buildings at a grade of 2% minimum (paved or hard surface 1%) at all times.
15. Grade may not be changed to allow flow towards existing or proposed buildings, unless an approved temporary or permanent intercept is constructed.
16. Retaining walls, including footings, must be located wholly within the property they are designed for and shall be minimum of 0.3m from property line. Retaining walls exceeding 1.2m in exposed height require engineering details and plans stamped by a Professional Engineer. Top and bottom elevations are required along the wall.

Trees

17. Tree Protection Zone (TPZ) hoarding must be installed around all municipal trees and private boundary trees as per the Town's Site Alteration By-Law and tree by-laws. TPZ's are also recommended for all other trees on private property.
18. Trees located on private property that have been identified to remain (i.e. OMB decision, Council decision and/ or Development Arborist Report) must be hoarded. Tree removals on private property must be in accordance with the Private tree By-law.
19. All required tree hoarding must remain in place until all works are completed.
20. Utility access corridor(s) must be located outside TPZ's. No trenching is allowed. Trenchless methods of construction are allowed provided there is Arborist supervision.
21. No trees shall be removed from the municipal right-of-way unless specific approval is given in advance of proposed removals.

Pools (By-law 2006-071 as amended)

22. Every swimming pool must be fully enclosed to comply with the by-law and be located a minimum of 1.24m (4 feet) from a house.
23. All doors that form part of an enclosure shall be equipped with a bolt or chain latch at a minimum of 1.82 m (6 feet) above the inside floor level.
24. All garage man doors leading to the pool areas and gates that form part of a pool enclosure shall be equipped with a self-closing mechanism and a locking device 1.24 m (4 feet) above ground level.
25. All framing and bracing, including horizontal structural members shall be located on the inside (pool side) of the enclosure.
26. If a Town owned fence is being utilized to enclose your pool structure. Should the fence require maintenance, the homeowner, and subsequent owners, must ensure that the Town is immediately advised.
27. Spaces from the underside of the pool enclosure to the ground shall not exceed 50 mm (2 inches).
28. The pool constructor shall complete a **Pool Enclosure Certification** and submit to the Town minimum 24 hrs. before filling the pool with water. **Failure to do so will result in immediate charges under the Pool Enclosure By-Law, 2006-071.** A copy must also be given to the property owner.
29. All pool water (back wash, seasonal, etc.) to be drained to the street at the front of the property, via dedicated sump pump if required.

Zoning Setbacks

30. All works approved under this permit shall be in conformance with the Town's Zoning By-Law and any setbacks required by external agencies.

Appendix 'C' – Application for Temporary Street Occupation Permit (TSO)

A hard copy of this application form is available at the Engineering front counter.

 OAKVILLE	Town of Oakville Application for Temporary Street Occupation Permit (TSO)
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Date of Application: _____

Property Owner Information:

Name: _____
Address: _____
Phone No. _____ Cell No. _____

Applicant/Contractor Information (if different from Home Owner):

Name: _____
Company Name: _____
Address: _____
Phone No. _____ Cell No. _____ Fax No. _____

Site Location Information:

Address: _____

Street Occupation Information:

Start Date: _____ End Date: _____
Type of Occupancy (i.e. disposal bin, materials, equipment, construction vehicles):

Insurance Information:

Insurance Company _____
Insurance Cert. No. _____ Effective Dates: _____

(Insurance document attached listing the Town of Oakville as additional insurer for \$1 million. The Applicant agrees and accepts full responsibility for the protection of all utilities, private property and persons affected by his/her operations.) **Insurance certificate attached? Yes or No**

Costing Information:

Please contact the Road Corridor section of the Engineering & Construction Department at (905) 845-6601 x3337 for current rates and fees.

Permit Cost quoted to Applicant: _____

Applicant's Signature: _____ Date: _____

Office Use Only:

Town of Oakville
Engineering & Construction Department
1225 Trafalgar Road, P.O. Box 310, Oakville, ON L6J 5A6
Tel: (905) 845-6601 Fax (905) 338-4159

Personal Information on this form is collected under the authority of the Municipal Act, 2001, as amended for processing this permit and payment thereof. Questions about the collection of personal information should be directed to: Records and Freedom of Information Officer, Clerk's Department, 905-815-6053.

Appendix 'D' – Driveway Permit Application

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

 OAKVILLE	TOWN OF OAKVILLE DRIVEWAY PERMIT APPLICATION
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OWNER / APPLICANT	
Name:	
Company Name:	
Address:	
Phone No.:	Signature:

LOCATION OF PROPERTY			
Address:			
TYPE OF DRIVEWAY (check appropriate box):			
Residential	<input type="checkbox"/>	Commercial	<input type="checkbox"/>
		Industrial	<input type="checkbox"/>
DRIVEWAY REQUIRED AS A RESULT OF (check appropriate box):			
Land Severance	<input type="checkbox"/>	Relocation of Existing Driveway	<input type="checkbox"/>
Site Plan Development	<input type="checkbox"/>	Widening of Existing Driveway	<input type="checkbox"/>
New Building	<input type="checkbox"/>	Additional Driveway	<input type="checkbox"/>
EXISTING DRIVEWAY TO BE ABANDONED (check appropriate box):			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
REQUEST FOR WORK TO BE DONE BY:			
Owner/Applicant	<input type="checkbox"/>	Town of Oakville	<input type="checkbox"/>

FOR OFFICE USE ONLY:			
TYPE OF ROAD (check appropriate box):			
Asphalt	<input type="checkbox"/>	Surface Treated	<input type="checkbox"/>
PROPOSED ENTRANCE REQUIRES (check appropriate box):			
Culvert	<input type="checkbox"/>	If culvert, diameter?	<input type="checkbox"/>
Headwalls	<input type="checkbox"/>	Curb to be cut	<input type="checkbox"/>
Sidewalk to be adjusted	<input type="checkbox"/>	Town trees impacted	<input type="checkbox"/>
Signs or Guide Rail to be removed	<input type="checkbox"/>	Remove existing culvert	<input type="checkbox"/>
Replace existing curb cut	<input type="checkbox"/>	Boulevard to be reinstated	<input type="checkbox"/>

Cost for work by Town:	\$
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Date of Issue	Town Signature
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Approved by: _____

Road Corridor Permit Coordinator	Forestry Inspector ¹
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- Permit Conditions:
1. Permit conditional upon compliance with Tree Protection Policy
 2. Permit valid for six (6) months from date of issue.
 3. Town approved contractor must be used for curb adjustment.

Personal Information on this form is collected under the authority of the *Municipal Act, 2001*, as amended for processing this permit and payment thereof. Questions about the collection of personal information should be directed to: Records and Freedom of Information Officer, Clerk's Department, 905-815-6053.

Appendix 'E' – 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.



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. M.46 (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 'E' – 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 'F' - 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 'G' – Pool Enclosure Fill Certification

(COMPANY LETTERHEAD)

(Date)

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

Attention: Manager, Permits & Construction

Dear Sir:

Re: **Pool Enclosure Certification to allow Pool Fill**
(name of client)
(client address)
(Development 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 'H' – Lot Grading Certification

(COMPANY LETTERHEAD)

(Date)

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

Attention: Manager, Permits & Construction

Dear Sir:

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

Based on a visual inspection, completed on _____, we are writing to confirm that grading for the above mentioned property, as it relates to Permit # _____, for the construction of _____ (i.e. an in-ground pool and grading and related landscaping);

has been carried out and is in general conformance with the approved project plan/s and there is no adverse grading or drainage impacts on adjacent properties.

Yours truly,

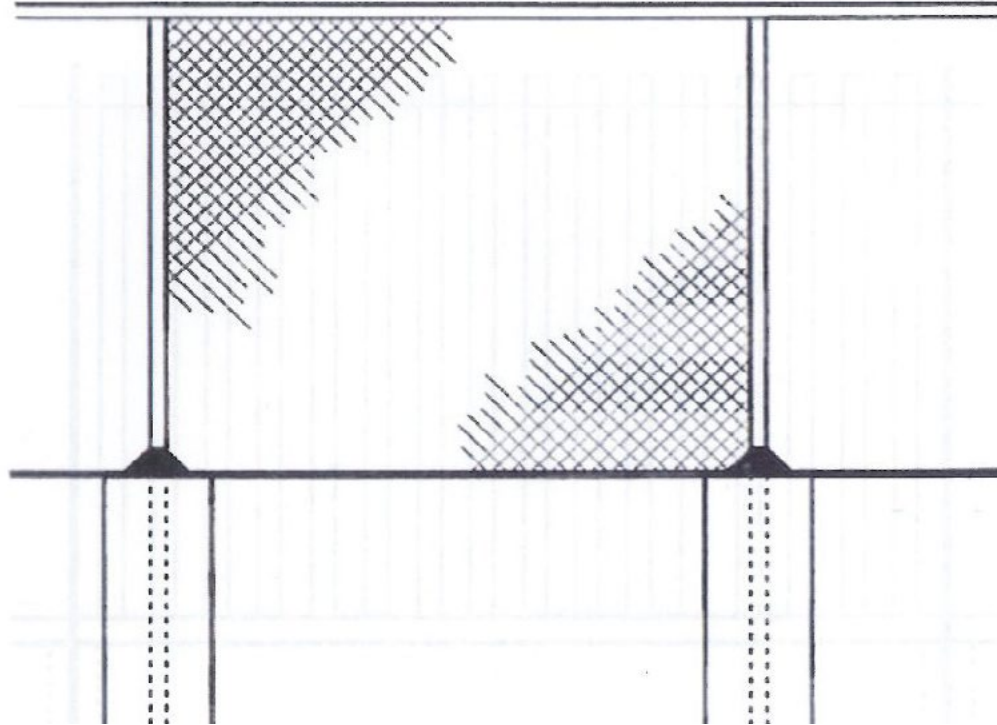
(PEO, OLS, LA; Stamp, signed and dated)

(Signature)
(Position at Company)

Cc Homeowner

Appendix 'I' - Fence Details

Detail A - Wire Mesh Fence (Chain Link)

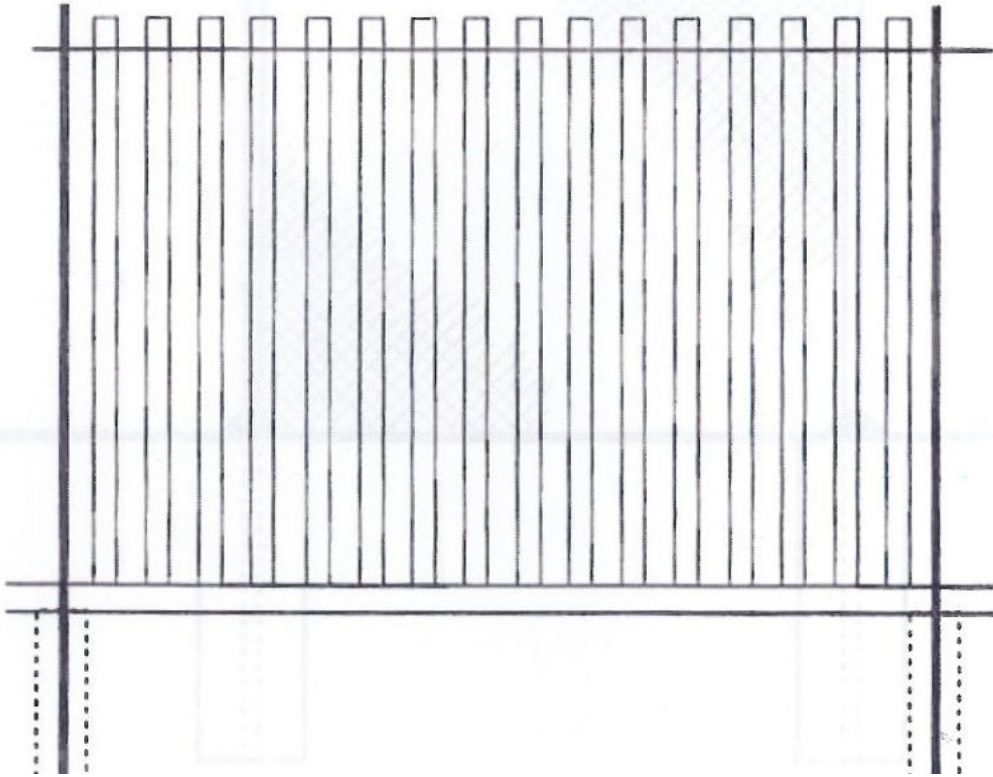


Notes:

- 1 Fence height required is a minimum of 1.24 m (4 feet)
- 2 Maximum fence height is 2 m (6 feet 6 inches) as per the fence by-law.
- 3 All gates must be constructed, self closing, self latching and lockable as per the by-law.
- 4 Fence mesh must be 12 gauge 1 1/2" galvanized steel (vinyl coating is permitted).
- 5 Where a Chain link fence is at least 1.86 m (6 feet), 50mm (2 inch) mesh may be used.
- 6 Posts are to be no greater than 3.04 (10 feet) apart.
- 7 Post are to be set in concrete to a minimum 1.24 m (4 foot) depth
- 8 Maximum clearance to finished grade is 50 mm (2 inches).

Appendix 'I' - Fence Details

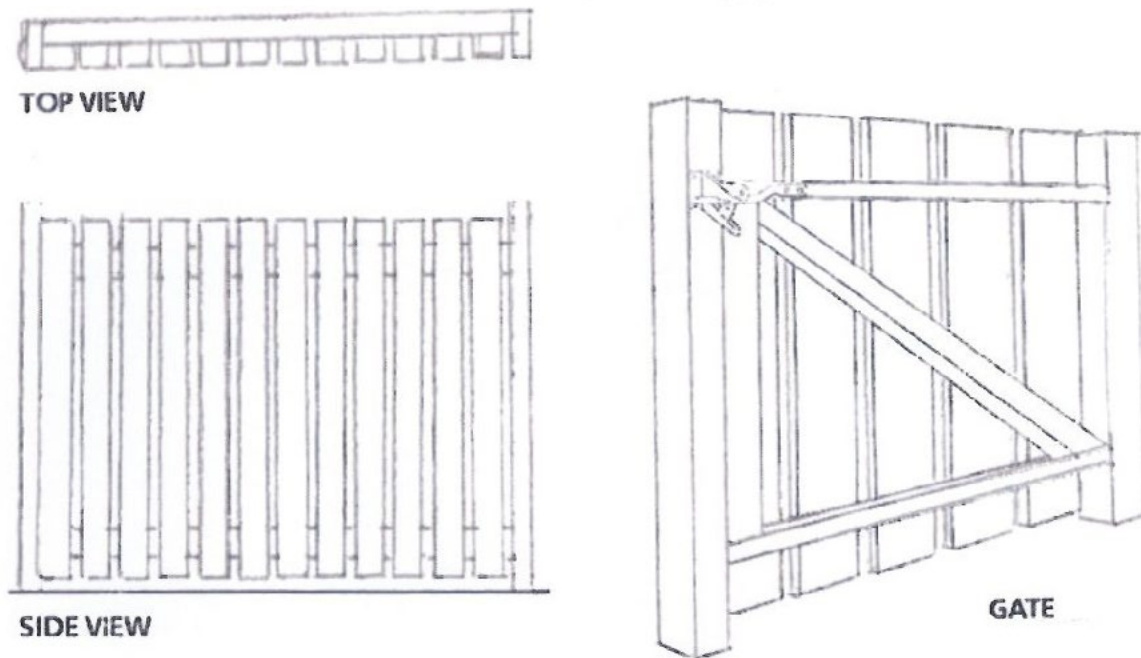
Detail B – Metal Picket Fence (Wrought Iron)



Notes:

- 1 Fence height required is a minimum of 1.24 m (4 feet)
- 2 Maximum fence height is 2 m (6 feet 6 inches) as per the fence by-law.
- 3 All gates must be constructed, self closing, self latching and lockable as per the by-law.
- 4 Steel pickets to have a maximum 1 1/2" separation.
- 5 Posts are to be no greater than 3.04 m (10 feet) apart.
- 6 Post are to be set in concrete to a minimum 1.24 m (4 foot) depth.
- 7 Maximum clearance to finished grade is 50 mm (2 inches).

Appendix 'I' - Fence Details
Detail C – Wood Fence with Gate



Notes:

- 1 Fence height required is a minimum of 1.24 m (4 feet)
- 2 Maximum fence height is 2 m (6 feet 6 inches) as per the fence by-law.
- 3 All gates must be constructed, self closing, self latching and lockable as per the by-law.
- 4 Posts are to be no greater than 2.44 m (8 feet) apart.
- 5 Post are to be set in concrete to a minimum 1.24 m (4 foot) depth.
- 6 Maximum clearance from bottom of fence to finished grade is 50 mm (2 inches).
- 7 All framing and braces and structural members are to be located on the pool side of the fence.
- 8 Gate must be a minimum of 1.52 m (5 feet) from the edge of the pool.