



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 Development Engineering at 905-338-4407 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?