

**Fees** \$100.00 related to a house  
\$150.00 related to a duplex or apartment

**Submittal Requirements** Pools submittals shall include the following documents.  
Please note: The application may not be accepted if any of the documents below are not included in your submittal package.

- a. Complete the application form online via OPS
- b. Attach the following documents:
  - Site Plan
  - Cross sections illustrating depth and construction details;
  - Land Register and Registry Map Extract, both less than 60 days old.
  - a High Water Mark Survey for any waterfront developments (must be less than 6 months old). The HWM survey must be authenticated by the Department of Lands & Survey;

**Sheet Requirements** All plan sheets shall have the following:

A title block in the lower right corner that includes the following information:

- a. Sheet Name (i.e., Site Plan, Floor Plans);
- b. Block & Parcel;
- c. Applicant Name/Project name;
- d. Agent name & contact information;
- e. Full Name of person who prepared the drawings;
- f. Date of drawing; and,
- g. The number of sheets (Sheet \_\_\_\_ of \_\_\_\_).

**Site Plan Requirements** The site plan shall show at minimum, the following information.

- a. North Arrow & Scale (e.g., 1"=20', 1'= 1/4");
- b. The following statement signed by the applicant or agent: *"I hereby certify that all the dimensions shown on this plan are correct."* Include contact information;
- c. Parcel boundary with dimensions. The boundary line shall be the most prominent line on the site plan;
- d. Existing and proposed site levels;
- e. Proposed location of pool;
- f. Building footprints of proposed and existing structures; and,
- g. Existing or proposed driveways.

Planning Department staff may require additional information from the applicant as deemed necessary to conduct a complete review.

**Plan Review Process** Once a complete submittal package is received by the Planning Department, the application is assigned to a Current Planner. If the pool application is for a house or duplex and meets all Planning and Development Regulations, the application may be Administratively Approved by the Director of Planning or designate.

If the application requires a variance from the Regulations, or is proposed for commercial purposes, the application must be reviewed by the Central Planning Authority (CPA). The Authority may approve, adjourn or refuse the request.