

PERMANENT ABOVE - GROUND POOL SUBMISSION REQUIREMENTS

*** (all documents to be submitted in PDF format)*

ABOVE-GROUND POOL DRAWING (PDF) - [Example Drawing](#)

Drawings must include all items below; incomplete drawings will not be accepted and will need to be resubmitted.

- *Hand-drawn sketches and photographs will not be accepted.*
- *All measurements and drawing scales must be provided in metric units.*
- *Existing overland drainage patterns must be maintained.*
- *The municipal address and full property boundaries must be clearly labelled, including the driveway and street name. Corner lots must identify both street names.*
- *The proposed swimming pool must be shown, including shape, location, dimensions, and setbacks from property lines and the dwelling.*
- *The location of all pool equipment must be identified, including setbacks, and whether equipment is mounted on a pad or located within an accessory structure.*
- *All existing and proposed soft landscaping and hard landscaping must be shown with dimensions, including a minimum 0.6 metre setback from property lines.*
- *Fence and gate locations must be clearly indicated.*
- *All existing trees must be labelled with base diameter, and any trees proposed for removal must be identified. A [tree removal permit](#) may be required.*

AGENT AUTHORIZATION FORM (PDF) - *Required only if the applicant is not the registered homeowner. Access the form [here](#).*

POOL FENCE CHECKLIST – *Select and complete one (1) checklist below based on the fence and gate material. Ensure all applicable measurements are included on the checklist.*

- [Wood](#) (PDF)
- [Metal picket](#) (PDF)
- [Chain link](#) (PDF)
- [Masonry wall](#) (PDF)
- [Glass](#) (PDF)
- [Other materials](#)(PDF)

TORONTO AND REGION CONSERVATION AUTHORITY (TRCA) APPROVAL - *if applicable*
(See [TRCA's Webpage](#) to determine if you are within their regulated areas)

COMMITTEE OF ADJUSTMENT APPROVAL – *if applicable* (see [COA Webpage](#) for details)

PERMIT FEE - See [Fee Chart](#). Permit Fee includes two (2) zoning and grading drawing reviews. Additional review fees apply in accordance with [Fees and Charges By-Law](#)

TEMPORARY OR SEASONAL POOL SUBMISSION REQUIREMENTS

******(purchased at box store retailer)

**(all documents to be submitted in PDF format)*

TEMPORARY OR SEASON POOL (PDF) - [Example Drawing](#)

Drawings must include all items below; incomplete drawings will not be accepted and will need to be resubmitted.

- *Hand-drawn sketches and photographs will not be accepted.*
- *All measurements and drawing scales must be provided in metric units.*
- *Existing overland drainage patterns must be maintained.*
- *The municipal address and full property boundaries must be clearly labelled, including the driveway and street name. Corner lots must identify both street names.*
- *The proposed swimming pool must be shown, including shape, location, dimensions, and setbacks from property lines and the dwelling.*
- *The location of all pool equipment must be identified, including setbacks, and whether equipment is mounted on a pad or located within an accessory structure.*
- *All existing and proposed soft landscaping and hard landscaping must be shown with dimensions, including a minimum 0.6 metre setback from property lines.*
- *Fence and gate locations must be clearly indicated.*
- *All existing trees must be labelled with base diameter, and any trees proposed for removal must be identified. A [tree removal permit](#) may be required.*

AGENT AUTHORIZATION FORM (PDF) - Required only if the applicant is not the registered homeowner. Access the form [here](#).

POOL FENCE CHECKLIST – Select and complete one (1) checklist below based on the fence and gate material. Ensure all applicable measurements are included on the checklist.

- [Wood](#) (PDF)
- [Metal picket](#) (PDF)
- [Chain link](#) (PDF)
- [Masonry wall](#) (PDF)
- [Glass](#) (PDF)
- [Other materials](#)(PDF)

TORONTO AND REGION CONSERVATION AUTHORITY (TRCA) APPROVAL - *if applicable*
(See [TRCA's Webpage](#) to determine if you are within their regulated areas)

COMMITTEE OF ADJUSTMENT APPROVAL – *if applicable* (see [COA Webpage](#) for details)

PERMIT FEE - See [Fee Chart](#). Permit Fee includes two (2) zoning and grading drawing reviews. Additional review fees apply in accordance with [Fees and Charges By-Law](#)

INGROUND POOL SUBMISSION REQUIREMENTS

*** (all documents to be submitted in PDF format)*

INGROUND POOL (PDF) [Example Drawing](#)

Drawings must include all items below; incomplete drawings will not be accepted and will need to be resubmitted.

- *Hand-drawn sketches or photographs will not be accepted*
- *All drawings must be submitted with measurements in metric*
- *Should the subject property's lot grading not be certified, the required site grading plan must be stamped by the engineering consultant for the applicable subdivision*
- *Existing overland drainage must be maintained*
- *Municipal address, entire property line including driveway and street name must be clearly labelled – if the property is on a corner, label both street names*
- *Proposed swimming pool including shape, location, dimensions and setbacks to property lines and dwelling*
- *Location of pool equipment with setbacks specifying if mounted on a pad or placed within an accessory structure*
- *Existing and proposed accessory structures and dimensions (ex. cabanas). Be sure to label any accessory structures that will be removed or relocated*
- *If applicable, please provide water feature height, setbacks and details (elevation)*
- *Label all hardscape and softscape elements (existing and proposed) including dimensions and minimum 0.6 meters setback from the property line*
- *Identify all retaining walls including height, setback and top and bottom elevations*
- *Please note: any retaining wall over 1 meter in height must be certified by a professional engineer. Please refer to Pool Permit Notes and Zoning By-law 1-88 (PDF) for more details*
- *Fence and gate location*
- *Construction access location*
- *Show relative elevations water direction flow and slope percentage*
- *Indicate location of any rear yard catch basins*
- *Label all existing trees with base diameter. Identify any trees to be removed or within area of construction (dripline)*
- *Soak away pits, infiltration trenches, subdrains etc. are not accepted as a replacement for existing or proposed swales and/or catch basins*

AGENT AUTHORIZATION FORM (PDF) - *Required only if the applicant is not the registered homeowner. Access the form [here](#).*

POOL FENCE CHECKLIST – *Select and complete one (1) checklist below based on the fence and gate material. Ensure all applicable measurements are included on the checklist.*

- [Wood](#) (PDF)
- [Metal picket](#) (PDF)
- [Chain link](#) (PDF)
- [Masonry wall](#) (PDF)
- [Glass](#) (PDF)
- [Other materials](#)(PDF)

TORONTO AND REGION CONSERVATION AUTHORITY (TRCA) APPROVAL - *if applicable*
(See [TRCA's Webpage](#) to determine if you are within their regulated areas)

COMMITTEE OF ADJUSTMENT APPROVAL – *if applicable* (see [COA Webpage](#) for details)

PERMIT FEE - See [Fee Chart](#). Permit Fee includes two (2) zoning and grading drawing reviews. Additional review fees apply in accordance with [Fees and Charges By-Law](#)

LOT GRADING NOTES

1. The lot must be certified for grading in an unassumed subdivision. If not, an approved site grading plan must be submitted by the developer's consulting engineer.
2. The site plans, drawings and construction must comply with the [City of Vaughan lot grading criteria](#).
3. The alterations to existing grades are not permitted within 0.6 metres of all lot lines.
4. The lot grading must not be altered (unless specifically approved by the permit) including:
 - a. existing natural or artificial watercourse
 - b. open channel
 - c. swale or ditch used to drain the land
 - d. catch basin or infiltration trench located on the private property
5. The alteration of any City property is prohibited.
6. The retaining walls including height, setback and top and bottom elevations must all be labelled. Any retaining wall over one metre in height must be certified by a professional engineer. Please refer to [City of Vaughan lot grading criteria](#) and [Zoning By-law 1-88](#) (PDF) for more details.
7. The pool discharge must not adversely affect adjacent properties.
8. The sedimentation control measures must be installed before construction.
9. The permit has not been reviewed for the construction of the pool and for any pool design loads exerted onto nearby buildings or structures (including retaining walls or decorative walls, dwelling, catch basin lead pipe, etc.).
10. The property must be available for access to City staff as part of the permit review process to inspect pre-existing conditions of the property and municipal right-of-way.
11. Failing to comply to the swimming pool enclosure permit and agreement may result in retention of security deposit.