



RESIDENTIAL POOL GUIDE

CITY OF WAUPACA

The following information in this packet is provided to help guide you through the permit application process. This packet will also provide you with information regarding submittal requirements that pertain to your project.

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Page 6: Zoning Requirements





PERMIT APPLICATION GUIDE

CITY OF WAUPACA

Pool Permit Guide:

This guide was developed to help direct you through the permit application process. Following the steps below will help to expedite the issuance of your permit.

1. Completely fill out the attached Pool Permit Application.

Provide a detailed description of all proposed work. Please refer to page 5 of this packet to review the required information needed when submitting for a pool permit. Separate permits and fees are required for the construction of fences and decks. If you have specific zoning questions please contact the Community and Economic Development Department at 715-258-4404.

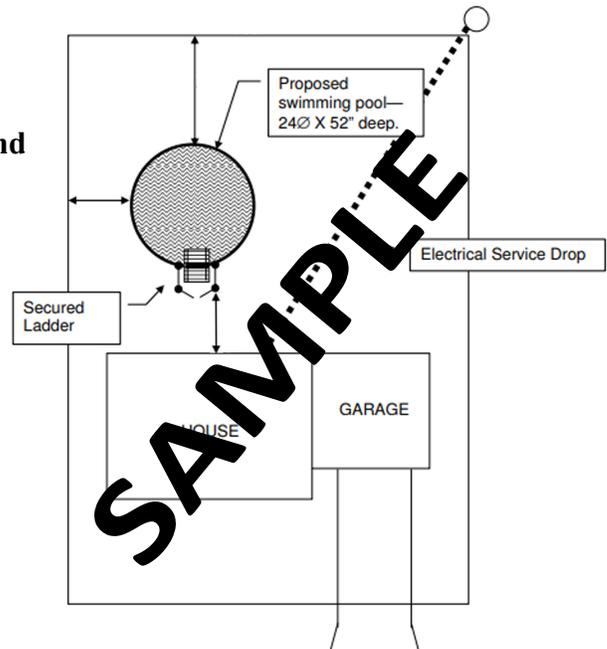
2. Provide Site Plan.

The plans shall include but are not limited to all elements required on the permit application. City staff hold the right to require additional information as deemed necessary.

3. Provide Pool Drawings.

Please refer to the last page of this packet to review the required information needed when submitting for a pool permit. If you have specific zoning questions please contact the Community and Economic Development Department at 715-258-4404.

This depiction is meant to be an example of a site plan and is not intended to portray any/all lots within the City of Waupaca.



This handout was developed by the City of Waupaca as a basic plan submittal guide. It is not intended to cover all circumstances. Check with the Community and Economic Development Department for additional requirements that may apply to your specific project.

4. Apply for the Permit

Please plan ahead and pick one of the following methods to apply for your permit. We suggest that you apply for the permit a minimum of 2 weeks prior to your start date. Make sure all of the required information listed above is included and submit it to the Community and Economic Development Department using one of the methods listed below:

Drop Off:

Completed applications may be dropped off at the Community and Economic Development Department anytime Monday through Friday from 7:30am-4:00pm. The department will review your submittal and contact you if further information is required. The permit will not be issued at the same time the application is being submitted to the Community and Economic Development Department.

By Email:

cedinfo@cityofwaupaca.org

By Mail:

City of Waupaca
Community and Economic Development Department
111 S. Main St.
Waupaca, WI 54981

5. Permit Fees

Submit the applicable permit fees once the permit is approved by the Community and Economic Development Department. After the permit is approved, the department will notify you of the total permit fees to be paid upon pick-up of the permit. Permit fees are based upon the City of Waupaca Fee Schedule.

Fees can be paid using cash, check or credit card.

A COPY OF THE PERMIT MUST BE DISPLAYED IN THE FRONT WINDOW BEFORE WORK BEGINS.

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**CITY OF WAUPACA
DEPARTMENT OF INSPECTION
111 S. MAIN STREET
WAUPACA, WI 54981
PHONE: 715-258-4404 · FAX: 715-258-4426**

DATE: _____

APPLICATION FOR POOL PERMIT

APPLICANT'S NAME*: _____ **PHONE NO:** _____
MAILING ADDRESS: _____ **EMAIL ADDRESS:** _____
ASSOCIATION TO PROPERTY OWNER: _____

PROPERTY OWNER'S NAME: _____ **PHONE NO:** _____
MAILING ADDRESS: _____ **EMAIL ADDRESS:** _____

CONTRACTOR'S NAME: _____ **PHONE NO:** _____ **LICENSE NO:** _____
MAILING ADDRESS: _____ **EMAIL ADDRESS:** _____

DESCRIPTION OF WORK: _____

PROJECT LOCATION:

Project Address: _____
Parcel No: _____
Zoning District(s): _____
Estimated Cost: \$ _____

SITE PLAN



HEIGHTS INVOLVED:

Pool Height (from ground): _____ ft.
Pool Maximum Depth: _____ ft.
Fence Height (surrounding pool): _____ ft.

PROJECT TYPE:

- New
- Alteration
- Move

Please use the space provided to draw your site plan. Dimensions, distances, and locations should be as close to scale as possible. Refer to the following page for a list of items to include in the site plan.

NOTICE: The City of Waupaca pool permit only authorizes construction/use pursuant to City ordinances and regulations. The construction/use contemplated by this application may require approvals and/or permits under County or State rules, regulations and ordinances. It is the sole responsibility of the owner/applicant to obtain such approvals/permits. The applicant certifies that the information provided is accurate. A permit is void if issued in error or under a misstatement of fact.

***IF TENANT IS APPLYING FOR PERMIT, A SIGNATURE IS NEEDED FROM PROPERTY OWNER ALLOWING PROJECT.**

APPLICANT'S SIGNATURE: _____ DATE: _____

PROPERTY OWNER'S SIGNATURE (IF APPLICABLE): _____ DATE: _____

FOR OFFICE USE ONLY: FEE: \$ _____ PAID: _____ DATE: _____ INITIALS: _____

Please see Section 17.104 of the Code (or page 5 of the pool guide) prior to drawing the site plan.

Please label and depict the following on the site plan:

- Physical dimensions of lot and property lines*
- Street/Alley locations
- Locate existing structures
- Locate proposed pool with dimensions and heights
- Distance of proposed pool from lot lines and other structures
- Pump and filtration system location
- Location of pool fence (if required in section 17.104(3) of the City Code)
- Floodplain/Wetland areas
- Locate existing septic tank, drainfield and/or well (if applicable)
- Easements - pools cannot be installed in or across easements

Please be aware that restrictive covenants may pose additional regulations.

***All dimensions shown relating to the location and size of the lot shall be based upon an actual survey by a licensed surveyor. This may require a plat of survey, recorded plat or recorded certified survey map be created if one does not already exist.**



SUBMITTAL REQUIREMENTS

CITY OF WAUPACA

Zoning Requirements

- Storable children's swimming or wading pools, with a maximum dimension of 15 feet and a maximum wall height of 15 inches and which are so constructed that it may be readily disassembled for storage and reassembled to its original integrity are **exempt from needing a permit.**
- Private swimming pools shall be erected or constructed on rear or side lots only and only on a lot occupied by a principal building. In no case shall a swimming pool be erected or constructed in a yard adjacent to a street right-of-way.
- All swimming pools shall be at least 10 feet from any lot line or building.
- The pumps and filter equipment may not be closer than 20 feet to a property line and must be adequately housed and muffled.
- No swimming pool shall be erected or constructed on an otherwise vacant lot.
- In-ground pools shall be completely fenced, before filling, by a permanent, sturdy fence, not less than 4 feet or more than 6 feet in height. Access to any such pool shall be through a gate or gates in the fence, equipped with a self-closing, self-latching device placed at a minimum height of 3 feet above the ground.
- Above-ground pools having a height of less than 3½ feet (42 inches) above ground at any portion of the poolside wall are required to be fenced the same as in-ground pools. When fencing is required, it shall be installed to extend a minimum of 4 feet beyond any area less than 42 inches high. When the height of a poolside wall is such that a fence will not be required (42 inches or higher), all ladders, steps or other means of access to an above-ground pool shall be removed and/or designed to prevent access when the pool is unattended.
- All private swimming pools must have a filtration system to assure proper circulation of the water therein and maintenance of the proper bacterial quality thereof.
- Water may be purchased from the City of Waupaca Water Department located at 509 Harding Street. Water will be metered and billed accordingly. For more information, the Water Department may be contacted at 715-258-4423.

Underground Utilities: Call Diggers Hotline 3 Work Days Before You Dig! # 1-800-242-8511