



RESIDENTIAL POOL PERMIT

CITY OF WAUPACA

Apply for the Permit

Please plan ahead when applying 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 is included and submit to the Department by email: jarod.rachu@waupacawi.gov

Pool Permit Fee: \$50.00

If project includes deck, please complete deck permit application.

If project includes electrical work, please complete an electrical permit application.





**Community &
Economic Development**

Community & Economic Development
111 S. Main Street • Waupaca, WI 54981
jarod.rachu@waupacawi.gov
www.cityofwaupaca.org
715.942.9912

APPLICATION for POOL PERMIT SITE PLAN REVIEW - RESIDENTIAL

Notice: Please complete the Application in full. The City of Waupaca cannot accept an incomplete Application Form or Application Packet lacking all required information.

Contact Information:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant* (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

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

Contractor (as applicable): _____

Address: _____

Phone: _____ Email: _____

Electrician (as applicable): _____

Address: _____

Phone: _____ Email: _____

Plumber (as applicable): _____

Address: _____

Phone: _____ Email: _____

Type of Land Use (please check):

Single-Family Dwelling: _____

Two-Family Dwelling: _____

Property Description:

Property Address: _____

The property is currently: Developed _____ Undeveloped _____

Open Space:

As per Chapter 17.902(138) of the City of Waupaca Zoning Ordinance (hereafter, zoning ordinance), 'Open Space' is defined as: 'The areas of a lot which contain permeable surfaces and shall remain unbuilt and shall not be used for parking, storage, access drives, or display. The use of gravel or pavers shall not be considered permeable surface for the calculation of open space. Open space represents many different landscaping elements, including greens, quadrangles, lawns, hedgerows, gardens, pathways/walkways, groves, wooded areas, fields, and natural areas.

Percent of property maintained as open space: _____%

Fences:

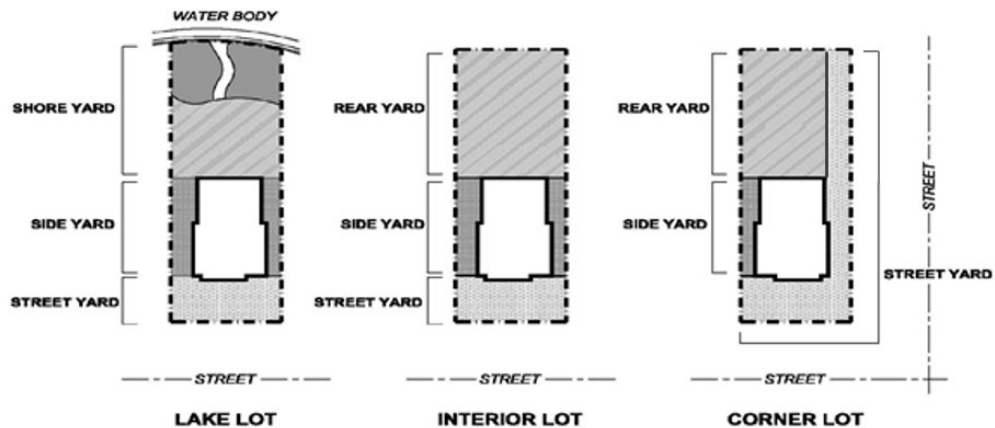
Type of Fence (check one):

- | | |
|--|--|
| <input type="checkbox"/> Wood Board | <input type="checkbox"/> Vinyl |
| <input type="checkbox"/> Galvanized or Vinyl Coated Chain Link | <input type="checkbox"/> Wrought Iron |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Natural Stone |
| <input type="checkbox"/> Masonry | <input type="checkbox"/> Other: _____ |

Height of Fence (check all that apply):

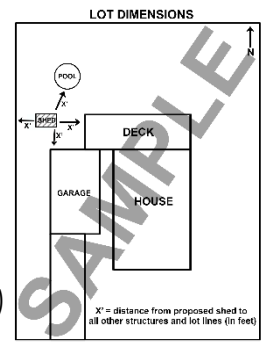
- | | |
|---|--|
| Primary Street Yard (associated with mailing address) _____ | Secondary Street Yard (if corner or double-frontage lot) _____ |
| Side Yard _____ | Rear Yard _____ |
| Shore Yard _____ | |

Yard Type Illustration:



Please label and depict the following on the site plan (can be drawn or printed):

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Physical dimensions of the lot and location of property lines <input type="checkbox"/> Location of all streets and alleys adjacent to the property <input type="checkbox"/> Vision corners (streets and alleys driveways) <input type="checkbox"/> Driveway and parking locations <input type="checkbox"/> Location of All existing structure(s) <ul style="list-style-type: none"> o Primary (SF & 2F) o Accessory (porch, deck, garage, pool and the like) <input type="checkbox"/> Size of primary structure <input type="checkbox"/> Open space calculation of property | <ul style="list-style-type: none"> <input type="checkbox"/> Location of proposed structure(s) <i>indicate as proposed</i> <input type="checkbox"/> Size of proposed structure(s) <input type="checkbox"/> Height of proposed structure(s) <input type="checkbox"/> Distance of proposed structure(s) to all property lines and structures from farthest projection point <input type="checkbox"/> Pump and filtration system location <input type="checkbox"/> Location of pool fence if required <input type="checkbox"/> Floodplain/Wetland areas (if applicable) <input type="checkbox"/> Location of existing septic tank and drainfield and/or well (if applicable) <input type="checkbox"/> Easements – pools cannot be installed in/across easements |
|---|--|



Please use the space provided for site plan or include as an attachment.

Additional Information:

Additional information, as applicable, shall be included as an attachment to the Application.

It is the Owner’s responsibility to determine property line location and location of easements and to ensure proposed structures comply in all respects with the requirements of the zoning ordinance. Any issues that arise are the sole responsibility of the property owner.

Additional plans and data may be required when determined by the Zoning Administrator to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined by the Zoning Administrator to be superfluous.

Submittal Format:

A digital copy of the Application and associated materials shall be submitted in PDF or compatible format unless otherwise requested by the Zoning Administrator.

Commencement of Construction:

No project shall commence construction prior to the issuance of a Site Plan Permit under Chapter 17: Zoning Regulations, a Building Permit under Chapter 14: Building Code, other applicable City of Waupaca permits, or any required State or Federal approvals.

Substantive Changes:

Any substantive change to the use of this parcel and its structures or the addition of new structures shall require an amendment to the authorized site plan.

Other Permits:

The information, data, and plans required in this Application, and the approval, conditional approval, or denial of said Application, are specific to the Zoning Ordinance. Additional approvals may be required under Chapter 14: Building Code, or by the Department of Public Works and other City Departments under applicable chapters of the City of Waupaca Code of Ordinances.

Signature and Certification:

I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.

Applicant Signature: _____ Date: _____

Consultant Fees:

The City may retain the services of professional consultants (including planners, engineers, architects, attorneys, environmental specialists, recreation specialists, and other experts) to assist in the review of a proposed site plan. The submittal of this Application shall be construed as an agreement to pay for such professional review services applicable to the proposal. The City may apply the charges for these services to the petitioner. The City may delay acceptance of this Application as complete, or may delay final approval, until the petitioner pays such fees. Review fees which are applied to a petitioner, but which are not paid, may be assigned by the City as a special assessment to the subject property. The Petitioner shall be required to provide the City with an executed copy of a professional services reimbursement form as a prerequisite to the processing of the development application.

OFFICE USE ONLY

Tax Key No.: _____ Zoning District: _____ Lot Size: _____

Fee: _____ Receipt Number: _____ Date Paid: ____ / ____ / ____

Ruling: Approved: _____ Denied: _____



ZONING CODE REQUIREMENTS

CITY OF WAUPACA

17.302 - SWIMMING POOLS.

- (1) General. For the purposes of this Chapter, the term 'swimming pool' includes, hot tubs, Jacuzzis, "natural" pools, saunas, spas, and similar such structures.
- (2) Exemptions. Storable swimming or wading pools, with a maximum dimension of 15 feet and a maximum wall height of 24 inches and which are so constructed that it may be readily disassembled for storage and reassembled to its original integrity are exempt from the provisions of this Section.
- (3) Setbacks and other Requirements.
 - (a) Private swimming pools shall be erected or constructed on rear or side lots only and only on a lot occupied by a principal building.
 - (b) In no case shall a swimming pool be erected or constructed in a yard adjacent to a street right-of-way.
 - (c) All swimming pools shall be at least 10 feet from any lot line or building.
 - (d) The pumps and filter equipment may not be closer than 20 feet to a property line and must be adequately housed and muffled.
- (4) Fencing Requirements.
 - (a) In-ground pools shall be completely fenced, before filling, by a permanent, sturdy fence, not less than four feet or more than eight 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 three feet above the ground.
 - (b) Above-ground pools having a height of less than 3½ feet 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 four 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, 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.
- (5) Filtration System Required. 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.
- (6) Permit Required. A site plan permit or amendment to an existing site plan permit is required for all swimming pools regulated under this Chapter.

Water may be purchased from the City of Waupaca Water Department. Water will be metered and billed accordingly. For more information, the Water Department may be contacted at 715-258-4423.