



# SWIMMING POOL PERMIT APPLICATION

See Pages 2-3 Instructions

City of Columbia  
208 S. Rapp Ave.  
Columbia, IL 62236  
618.281.7144 x 105

<i>(Staff use)</i>			
<b>Application #:</b> _____		<b>Building Permit #:</b> _____	
<b>Permit Fee:</b> _____	<b>Date Paid:</b> _____	<b>Cash:</b> _____	<b>Check #:</b> _____

## A. Location of Swimming Pool

**Address:** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_

**County:**            Monroe                            St. Clair                            **Zoning District:** \_\_\_\_\_

## B. Property Owner Information

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

## C. Permit Holder - Contractor / Company Installing Swimming Pool

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

## D. Swimming Pool Details

In Ground                    Above Ground

**Size of Pool:** \_\_\_\_\_                    **Cost of Pool** \$ \_\_\_\_\_

## E. Is there a fence currently in place to surround proposed swimming pool?

**Yes**                    **No**                    (If no, Fence Permit Application shall accompany this application.)

**Note:** A minimum fence height of four feet is required and shall comply with all other applicable International Building Codes.

**F. Distance of swimming pool installation from:**

House: \_\_\_\_\_ Accessory Buildings: \_\_\_\_\_  
 Side Property Line: \_\_\_\_\_ Fence: \_\_\_\_\_  
 Rear Property Line: \_\_\_\_\_ Overhead Utilities: \_\_\_\_\_  
 Street Side Property Line: \_\_\_\_\_ Underground Utilities: \_\_\_\_\_  
 Pool Cover (if applicable): \_\_\_\_\_

**Disclosure & Signature:** The information submitted with this application may be used by the City of Columbia and/or its contractors or consultants. By signing below you certify that you are the owner of record of the named property, or that the proposed work has been authorized by the owner of record and that you have been authorized by the owner to make this application as his/her/their authorized agent. You agree to conform to all applicable laws, statutes, ordinances and codes of this jurisdiction, including those adopted by the City of Columbia. I understand the City assumes no liability and reserves the right to revoke the approved permit due to errors and omissions within this document, submitted site plan and/or other documents.

\_\_\_\_\_  
**Permit Holder – Contractor Signature** **Date**

\_\_\_\_\_  
**Property Owner / Authorized Owner Agent Signature** **Date**

**APPLICANT INSTRUCTIONS**

**REQUIREMENTS:** The items listed below must be submitted to the Building & Zoning Office. All swimming pools constructed in the Columbia City limits are required to have an approved Swimming Pool Permit issued **prior to construction.**

- Swimming Pool Permit Application**
- Site Plan:** To comply with Section 15.04.032 (F) of the City Municipal Code – attached.
- Construction Plan**
- Erosion Control Plan**
- Home Owner Association (HOA) / Developer Approval:** If applicable, include written approval. City approval does not constitute subdivision approval. Property Owner/Permit Holder is responsible for compliance with subdivision covenants and restrictions for swimming pool restrictions and installation. Contact subdivision Trustees/Developer for any requirements.

**APPLICANT PROCESS:**

<input type="checkbox"/>	Submit Swimming Pool Permit Application and required documents above to Building & Zoning Office.
<input type="checkbox"/>	Application and Site Plans to be reviewed by Building Inspector.
<input type="checkbox"/>	City staff will inform applicant of permit status and ( if approved) fee amount.
<input type="checkbox"/>	If permit is approved, applicant may pick up permit from the City Clerk’s Office upon fee payment.
<input type="checkbox"/>	Installation of swimming pool may begin.

*(Staff use below):*

Approved  Denied  \_\_\_\_\_  
 Building Official Date

## Section 15.04.032 Site Plan Requirements



**A. Statement of Purpose.** It is the purpose of this section to regulate the safe, orderly and attractive development, including but not limited to all residential, commercial, and industrial land uses within the city; to preserve and enhance property values, to preserve adequate space for pedestrian, bicycle, and vehicular traffic, including transportation facilities usually associated with such uses; to provide for effective transportation without congestion or hazards; and to provide for effective storm water management and control. It is also the purpose of this section to assure that public utilities and services are provided in a safe and healthful manner and are consistent with any and all applicable regulations and standards. It is the further purpose of the section to recognize, in the planning for and of specific land uses, the densities and uses of adjacent land and the health, safety, morals, appearance and general welfare of the community. In order to achieve the aforementioned objectives, and to encourage creative economic development, certain modifications to these requirements may be permitted the City Council, after seeking the recommendation of the City's Plan Commission and/or Zoning Board of Appeals.

**B. Applicability.** Any person, corporation, firm or other organization or association making application for a permit issued by the Building Official or designee, shall submit to the Office of the City Clerk, who will distribute to appropriate departments for review and approval, a site plan prepared by a registered architect, registered professional engineer or a licensed land surveyor licensed in the state to practice as such. The City may accept a preliminary plat as a substitute for the site plan required hereunder.

**C. Submittals.** Site plans shall be drawn on a sheet or sheets not to exceed 24 x 36 inches. Said site plan shall also be provided electronically in a format deemed to be acceptable by the City (.pdf file extension preferred). In addition to all requirements contained herein, if the site plan is required to be drawn by a licensed professional engineer, architect, or surveyor, the plans must include the name, firm name, address, and seal of said professional

**D. Minor Changes.** Minor changes to a site plan shall be permitted only after approval of such changes by the Building Official or designee. Request for approval of minor changes shall be made in writing. A new site plan reflecting said changes may be required at the discretion of the Building Official or designee. The Building Official or designee shall approve all minor changes within a reasonable time frame not to exceed 10 business days. Minor changes shall be limited to building footprint or height changes that vary by no more than ten percent (10%) in any one direction.

**E. Major Changes.** Major changes to a site plan shall be permitted only upon submittal of a new site plan. If site plan consists of multiple pages, all pages affected by the major changes must be revised and submitted. If said site plan required a public hearing prior to approval, a public hearing shall be required prior to approval of any major changes. After fifteen (15) days notice is given, a public hearing shall be held before the plan commission and forwarded to the City Council for their approval. Major changes shall include: new buildings, omission of buildings, or reorganization of buildings on the site.

**F. Accessory Structures.**

1. The following information shall be shown on the site plan:
  - (a) Location map, north arrow, graphic plan scale.
  - (b) Zoning district, subdivision name, lot number, and parcel number.
  - (c) Name, address, and telephone number of the person or firm submitting the plan and the person or firm who desires the review comments forwarded to them.
  - (d) Actual shape, location, and dimensions, and distance of the lot drawn.
  - (e) Location and identification of all existing and proposed easements.
  - (f) Location of any and all stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, flood plains, wetlands, sanitary sewage treatment or septic fields.
  - (g) Proposed building line and setback requirements for the district in which the property is located.
  - (h) Shape, size, and location of all buildings or other structures to be erected, altered, or moved, and of any existing building or structure. The distance to property lines and other structures on the lot shall also be indicated.
  - (i) Location of existing and proposed utilities, including service lines and connections.
2. If the subject property includes stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, floodplains, wetlands, sanitary sewage treatment and/or septic fields, a professional engineer or surveyor shall sign and seal site plans and perform field layouts for accessory structures.

## **G. Single-Family Dwellings.**

1. The following information shall be shown on the site plan:
  - (a) All information listed in Section 15.04.32.F.1.
  - (b) Existing and proposed contour lines or elevations based on mean sea level datum at vertical intervals of not more than two (2) feet, including established street grades at the foundation walls of all new structures shall be required if any portion of the subject property is identified as being in a floodplain, floodway, or wetland.
  - (c) Elevation of top of foundation of primary structure, finish floor of garage, finish floor of basement and lowest foundation opening where applicable.
  - (d) Location of any and all of the following features on the property: stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, flood plains, wetlands, sanitary sewage treatment or septic fields.
  - (e) Location of existing and proposed sidewalks.
  - (f) Driveway location, width, and proposed grade (if more than 12% slope).
  - (g) Professional seals affixed to every sheet in a set of documents in accordance with the standards of the Illinois.
2. A professional engineer or surveyor shall perform field layouts for all single-family residential structures.
3. The Building Official or designee may require additional soil testing and documentation if it is determined that the foundation is not placed on virgin soil.
4. The applicant shall provide a slope stability analysis conducted by a professional engineer upon request of the Building Official or designee if the subject property has excessive slope (generally greater than 3 to 1).
5. The Building Official or designee may impose equivalent requirements for additions to single-family dwellings if:
  - (a) The City has no site plan on file for the subject property; or
  - (b) Substantial site modifications or environmental changes have rendered the original site plan obsolete.

## **H. Multi-Family Dwellings, Non-Residential Buildings, Planned Developments, and other Development**

1. The following information shall be shown on the site plan:
  - (a) All information listed in Section 15.04.32.G.1.
  - (b) Off-street parking spaces, required and proposed, including the number, size, and location of those designated as accessible spaces, width of all interior drive aisles, and degree of angle for individual spaces, if applicable.
  - (c) Location of refuse disposal areas, including dumpster enclosures and grease traps.
  - (d) Location of existing and proposed utilities, including service lines and connections, as well as mains and distribution lines.
  - (e) Location and size of existing and proposed freestanding signs.
  - (f) Site lighting plan which clearly shows no spillover onto adjacent properties or right-of-way.
  - (g) Site landscaping plan, including name and size of existing and proposed plant material.
  - (h) Location of any and all of the following features on the property: stormwater detention facilities, sink holes, springs, streams, silt berms, ponds, silt control facilities, floodways, flood plains, and wetlands.
  - (i) Dimensions of existing and proposed roadway pavement and right-of-way width for streets abutting the site.
2. The Building Official or designee may request additional information to be placed on the site plan beyond the requirements listed above or may request preparation of a complete set of improvement plans. Improvement plans shall conform to the City of Columbia's standards regarding the preparation of improvement plans found in the City Subdivision Code.

**I. Waiver of Site Plan Requirements.** The Building Official or designee may waive in writing any site plan requirement contained herein determined unnecessary for review and approval of a specific building permit application.