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**POOL AND POOL HOUSE
PLAN REQUIREMENTS
CHECKLIST**

Pool Permit Number: _____ Submittal Date: _____
Assigned by Staff

Subdivision Name (if any): _____ Tax/Parcel ID #: _____

Parcel Address: _____ Lot #: _____

Permittee: _____ Signature: _____
Print Name Signature

Firm: _____ Phone: _____

Address: _____

Accepted/Denied by: _____

Minimum Submittal Requirements

The following documents are required in order to obtain a Pool Permit.

1. Completed Pool Permit Application.
2. A site plan showing the location of the pool consisting of either:
 - a. Pool Installation Plan, or,
 - b. Single Family Site Plan (SFSP) in lieu of the Pool Installation Plan.
3. Fulton County Health Department approval if Septic System or Well on site.
4. City of Atlanta Water Approval (or evidence of existing backflow preventer).
5. Fence Permit (if applicable).

Review Questions

Of the following, please check all that apply to the site.

- Existing Septic System Existing Public Sewer Existing Backflow Preventer
- Proposed Water System Tap Existing Water Well
- Design Review Board
- Home Owner's Association
- Land Disturbance over 5,000 s.f.
- Equipment/pump house
- Proposed Pool House Construction Bath Fixtures Bedrooms
- Proposed Equipment/pump house
- New Pool Pool Renovation
- Part of New Home Construction
- Flood Plain on site
- Detention Pond on site
- State Water Buffer on site

Required Pool Installation Plan Items

Provide all items listed below and following. If not applicable, the plan preparer shall note on this checklist, and shall explain by notation on the plans. An incomplete application will not be accepted into the review process.

General Requirements

- ___ 1. Three (3) copies of Pool Installation Plan.
- ___ 2. Submittal fee and completed application.

Plan Requirements

- ___ 1. Maximum sheet size shall be 24" x 36" (min. font size of 0.08).
- ___ 2. Project name and address, subdivision name and lot number (if applicable), landlot, district and zoning.
- ___ 3. Owner's name and complete address including zip code.
- ___ 4. Name and telephone number of a 24-hour contact.
- ___ 5. Name/address/phone, point of contact and contact phone number of plan preparer.
- ___ 6. North arrow, site acreage and scale of drawing (1"=10 to 1"=40').
- ___ 7. Boundary information including bearings and distances along all property lines.
- ___ 8. Street name.
- ___ 9. Lot building setback lines (per Sandy Springs Zoning Ordinance) labeled with dimensions to lot lines.
- ___ 10. Locations of all existing structures (including houses, barns, sheds, landscape and retaining walls, sanitary and storm drainage lines and structures, detention ponds and structures, septic tanks and lines, pools, fences, etc.) with distances to lot lines for all above ground structures.
- ___ 11. Location of all proposed structures (including pool house, equipment and/or pump house(s), pool deck, wooden deck(s), etc.) with distances to lot lines and other proximate structures.
- ___ 12. Location, size and shape of the pool and the location of drains, overflow drains and backflush discharge.
- ___ 13. Location of zoning buffers, access easements, and drainage easements, etc.
- ___ 14. Flood plain note and Flood Insurance Rate Map (F.I.R.M) panel number and effective date. Note should be in the following form:

"This site [is/is not] located within a zone [A, AE, shaded zone X] as defined by
F.I.R.M Community Panel Number(s) 135160 _____ for unincorporated Fulton
County, Georgia. (Use June 22, 1998 map)."
- ___ 15. ARC approval, if required.
- ___ 16. Location of any City of Sandy Springs and state water buffers, if applicable.
- ___ 17. Home Owner's Association approval (if applicable).

Utilities and Other Structures (Not Including the House)

- ___ 1. If the site includes a septic system, the location of the system must be shown on the plan. Provide dimensions relating the septic tank, field lines, dosing tanks (if applicable), etc. to the pool. The location

of the septic system must coincide with the location shown on the Septic Permit documents.

(Note: a copy of the Septic Permit will be required prior to Pool Permit approval).

- _____ 2. Evidence that a back flow preventer exists (if a backflow preventer does not exist, it must be installed as part of the pool installation and must be shown as proposed on the Pool Installation Plan).

Trees

- _____ 1. Location of any specimen trees. A specimen tree is any deciduous tree with a diameter at breast height (DBH) of 27 inches and larger, or a coniferous tree with a DBH of 24 inches and larger.
- _____ 2. Location of all landscape strips and tree save areas.
- _____ 3. Arborist approval required.

Sediment and Erosion Control

- _____ 1. A delineation of the limits of disturbance and a statement of the estimated square feet of area disturbed.
- _____ 2. Location and type of temporary or permanent soil erosion control measures including, but not limited to, silt fence, mulching, temporary and permanent seeding, etc.

Pool Fencing Requirements

Per Section 4.11 of the Sandy Springs Zoning Ordinance.

- _____ 1. Permanent fencing and gated enclosures are required for all pools in the city.
- _____ 2. Fence design shall not produce a "ladder" effect that could aid in unauthorized climbing.
- _____ 3. Pool fences must include at least one gated exit with a minimum width of 36" wide. This exit must open outward and be self closing and self latching.
- _____ 4. The minimum height of the fence must be five (5) feet, and the maximum height of this fence shall not exceed eight (8) feet.
- _____ 5. Fences and walls used as fences, may not be finished with bright or primary colors. If only one side of the fence is to be finished, the fence shall be constructed with the finished side toward the neighboring property.