



Town of Bradford West Gwillimbury  
305 Barrie Street, Unit 4B  
Bradford, Ontario, Canada L3Z 2A9

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## SWIMMING POOL ENCLOSURE PERMIT PACKAGE

Please be advised a permit is required for all pool enclosures in the Town of Bradford West Gwillimbury. Final grading and/or lot certification on the property shall be finalized by the Town's Engineering Department prior to the submission for the swimming pool enclosure permit. To inquire with the Town's Engineering Department to ensure your property's final grading has been approved, please call 905-778-2055 ext. 2100 or email [engservices@townofbwg.com](mailto:engservices@townofbwg.com).

Your application shall be accompanied with the following:

- Application for a Swimming Pool Enclosure Permit (see attached)
- Undertaking Damage to Town Property (see attached)
- Agent Authorization Form (if applicant is not the homeowner) (see attached)
- Conservation Approval (if applicable)
- Final grading/lot certification confirmation (if applicable)
- Site plan drawing
- Applicable fee (Above ground/hot tub - \$139.55; In ground/On ground - \$162.15)
- Security deposit in the amount of \$2,000.00 (Cash, debit, or cheque)

Please note the following shall be shown on the site plan drawing:

- Fence location, material, height, and diameter if applicable
- Above ground pool height (if applicable)
- Height of pool surround above finished grade
- Setback from the lot line and/or fence to the water's edge
- Setback from the lot line to the pool surround/uncovered deck
- Gate location and indication of the gate being self-closing and self-latching
- Indication of temporary fencing
- Location of septic (if applicable)

Furthermore, attached is the Swimming Pool Fence By-law for your review and below are the sections of the Zoning By-law to which your swimming pool proposal must comply to:

Pool surrounds and Uncovered Decks (0.6m or less in height above finished grade)	Side yard	No closer than 0.6m from the side lot line.
	Rear yard	No closer than 1.2m from the rear lot line
Pool surrounds and Uncovered Decks (Greater than 0.6m in height above finished grade)	Interior side yard	Required side yard setback of the zone in which the lots is located. This setback shall not apply where a side lot line extends from a common wall dividing attached dwelling units.
	Exterior side yard	No encroachment.
	Rear yard	No closer than 3.5m to the rear lot line

**4.34 SWIMMING POOLS**

A swimming pool is permitted as an accessory use to a permitted residential use, subject to the following:

- a) No swimming pool shall be permitted in a front yard;
- b) No swimming pool shall be permitted closer to an exterior lot line that the required exterior side yard setback of the applicable zone;
- c) No swimming pool shall be permitted closer to a rear or interior side lot line than 1.2 metres; and,
- d) The maximum height of an above grade swimming pool shall be 1.8 metres.

# Application for a Swimming Pool Enclosure Permit

## For use by Principal Authority

Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: Town of Bradford West Gwillimbury  
(Name of municipality, upper-tier municipality, board of health or conservation authority)

### A. Project information

Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m <sup>2</sup> )	

### B. Purpose of application In-ground/ On Ground Above Ground / Hot Tub

Proposed use of building	Current use of building
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Description of proposed work

### C. Applicant Applicant is: Owner or Authorized agent of owner

Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax ( )	Cell number ( )	

### D. Owner (if different from applicant)

Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax ( )	Cell number ( )	

### E. Road Occupancy Permit Yes, please see below. No, public right-of-ways will not be affected.

For any excavations, placement of material, fixtures or objects on public right-of-ways on a temporary or permanent basis a road occupancy permit is required. For more information, please contact Transportation Services 905-778-2055 ext. 2200.

### F. Security Deposit Release

I, the applicant and/or owner, acknowledge that the security deposit cannot be released until the final building inspection and the roads inspection has been completed. Please be advised the roads inspection is weather permitting.

Signature of applicant/owner \_\_\_\_\_

### G. Declaration of applicant

I \_\_\_\_\_ declare that:  
(print name)

- The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Date \_\_\_\_\_ Signature of applicant \_\_\_\_\_

## Undertaking Damage to Town Property

To: The Corporation of the Town of Bradford West Gwillimbury

Re: \_\_\_\_\_

Municipal Address

\_\_\_\_\_  
Permit Application Number

In consideration of the issuance of a Pool Enclosure Permit for the above-noted property,

\_\_\_\_\_ hereby

(Please print your name clearly.)

undertakes to repair and replace, to the satisfaction of the Town Engineer, all damage to Town property including, without limitation to curbs, sidewalks and boulevards sustained directly or indirectly as a result of works undertaken by the Owner under the Permit.

The Owner agrees that the security deposit of \$2,000.00 will be held and may be used by the Town, in the event that the Owner fails to do such work as required by this Undertaking, to recover the cost to complete such work plus administrative fee as permitted by section 7.3 of the Swimming Pool Fence By-law.

The Owner agrees to indemnify and save harmless The Corporation of the Town of Bradford West Gwillimbury from and against any and all claims, costs, damage or injury to any persons or property arising in any way out of the performance of this Undertaking.

I, the undersigned, certify that I am the Owner of the address noted above.

Last name		First name		
Company name				
Street address				Unit number
Municipality	Postal Code	Province	E-mail address	
Telephone number (including area code)		Fax Number		Cell Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



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**AGENT AUTHORIZATION FORM**

**TO: BUILDING DIVISION**

**MUNICIPALITY: TOWN OF BRADFORD WEST GWILLIMBURY**

**Legal Description:**

Lot: \_\_\_\_\_ Plan/Conc.: \_\_\_\_\_

Street Address: \_\_\_\_\_

The undersigned, registered property owner(s) of the above-noted property, do hereby authorize \_\_\_\_\_, to make applications and amendments to applications on my/our behalf. It is understood that I/we will abide by all by-laws and acts of the Town of Bradford West Gwillimbury and that any approvals granted by this application will be carried out in accordance with the municipal requirements.

Property Owner's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner's Address (if different than property above):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

All personal information this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and the *Building Code Act, 1992*, S.O. 1992, c. 23 and will be used for the purposes of the administration and enforcement of the *Building Code Act, 1992*. Questions regarding this collection may be direct to the Chief Building Official, Town of Bradford West Gwillimbury, 305 Barrie Street Unit 4B, Bradford, ON, L3Z 2A9, Telephone 905-778-2055, Fax 905-778-2035.

## Pool Enclosure Requirements

\*Please initial beside each requirement.\*

Pool enclosure permit constructed as per  
Swimming Pool Fence By-Law 2016-65 and  
Zoning By-Law 2010-050

Initial: \_\_\_\_\_

Pool enclosure gate shall be a minimum of 1.2m  
in height and shall be non-climbable. For chain  
link, maximum 38mm mesh size measured  
diagonally. Any gate shall be self-closing and  
lockable. Any means of ingress or egress to the  
pool shall be lockable

Initial: \_\_\_\_\_

The maximum height of an above grade  
swimming pool shall be 1.8m

Initial: \_\_\_\_\_

Pool surrounds and uncovered deck (0.6m or  
less in height above finished grade) shall be no  
closer than 0.6m from the side lot line, and no  
closer than 1.2m from the rear lot line

Initial: \_\_\_\_\_

Pool surrounds and uncovered decks (greater  
than 0.6m in height above finished grade) shall be  
no closer than the required side yard setback of  
the zone in which the lot is located

Initial: \_\_\_\_\_

Positive drainage to be maintained away from  
structure. No alterations to be made to existing  
swales or drainage pattern

Initial: \_\_\_\_\_

No swimming pool shall be permitted closer to a  
rear or interior side lot line than 1.2m

Initial: \_\_\_\_\_

Every swimming pool fence shall be installed  
greater than 1.2m to any point of the water's  
edge of the swimming pool

Initial: \_\_\_\_\_

Clearance from distribution piping shall be 5m.  
Clearance to the septic tank shall be 5m

Initial: \_\_\_\_\_

Swimming pool shall be enclosed with  
(temporary) fencing during construction

Initial: \_\_\_\_\_

Pool shall not be constructed within an easement

Initial: \_\_\_\_\_