

Permit Requirements for Residential Pools

1. Application

Can be found at www.sycamoretownship.org

2. No fee is required. Failure to obtain the proper permit prior to installation will result in a fee of \$100.

3. Four (4) copies of a site plan

Site plan: a site plan is a drawing that shows the property lines and dimensions of your lot as well as the locations of any structures on the lot. On the site plan, the pool should be drawn to show its specific location with the setbacks to the property lines and any other structures. Visit <http://cagisonline.hamilton-co.org/cagisonline/index.html> and type in your address to print out a site plan of your lot.

4. Four (4) copies of an elevation and pool details

Elevation: an elevation drawing shows the height of the proposed pool (if above-ground). If the pool is in-ground, pool dimensions and details must be submitted.

1. What are the Township's regulations for in-ground and above-ground pools?

Permitted pools must be located in the rear yard, sit ten feet (10') from the waters edge to all property lines and be set back six feet (6') from any other structure. Pool height is limited to 12.5 feet. The structure must not exceed 1,032 square feet nor occupy more than 35% of the rear yard. The Township does NOT require a fence to be erected around a pool, but when applying for your building permit with the Building Department, they will require one. The fence must be 48" with a self-latching gate.

2. What is the department turn around time?

Within eight (8) days after receipt of an application for an approval, the Administrative Official shall determine if the application is complete. Typically we try to turn around our permits in 3-5 days depending on how busy the office and staff may be.

3. Do I need a permit with Hamilton County?

Most all submittals that are reviewed by the Township require a permit with the Hamilton County Building Department, unless your pool is less than 24" (2 feet) in height and/or under 150 square foot of surface area.

4. Do I need a survey of my property when applying for a permit?

Typically no. The office does not require a survey, it is however recommended for your own protection. If property line disputes arise it is a civil matter that must be solved between the two property owners.

5. How do I obtain a survey of my property?

There are a few ways in which a property owner may obtain a survey of their property. The most obvious, but most expensive is to contact a reputable surveyor. Other ways may include the Hamilton County Records Office or by contacting your mortgage or title company. *Please note the Township DOES NOT have a survey of your property on file.

6. Does the Township have a plat of my property?

No. Please see question #5

7. Does the Township have an inspector that will come out and look once the project is complete?

Yes. The Township inspector works hand-in-hand with the Hamilton County Building Inspectors to ensure compliance. It is the applicant's responsibility to contact the Township once the project is complete to schedule a final inspection.

8. How long does it take to schedule a final inspection?

Typically 1-2 days, depending on the inspectors schedule and availability.

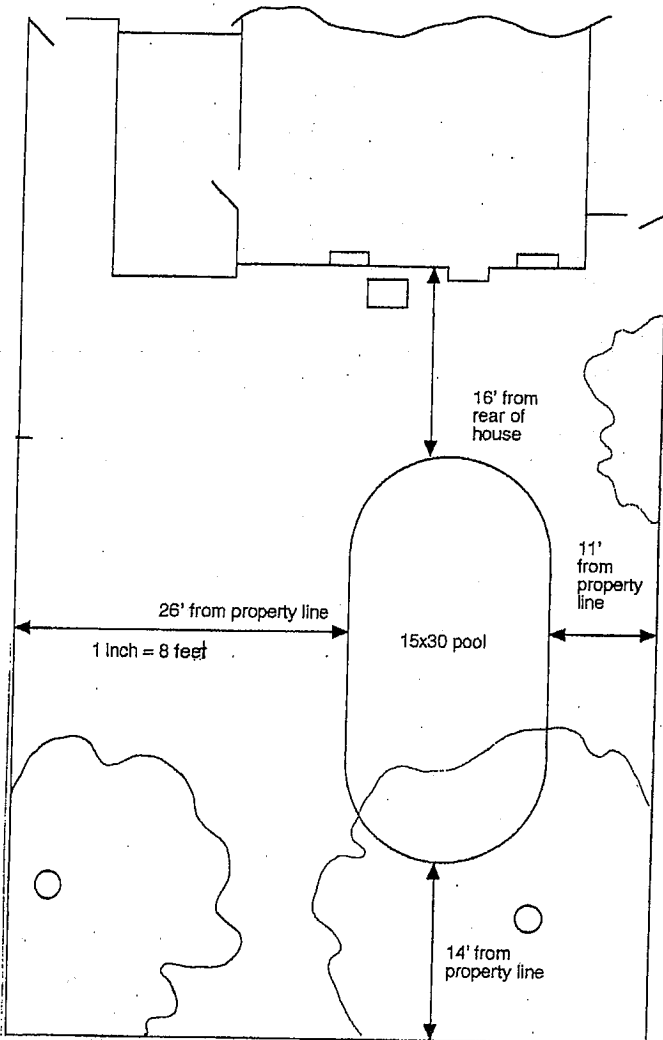
9. Do I need to be present for the inspection?

For pools – generally no. Please check with the Zoning Inspector to be certain.

10. Who do I contact for an inspection with the Township?

Mr. Harry Holbert Jr. at 513.792.7252 or h.holbert@sycamoretownship.org

SYCAMORE TOWNSHIP EXAMPLE SKETCHES FOR POOLS



48" fence around property with latching entrance gates

