



King Township  
 2075 King Road  
 King City, Ontario  
 Canada L7B 1A1

Phone: 905.833.5321  
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## Pool Permit / Enclosure Requirements CHECKLIST

The following is a list of drawings and information that is required to be submitted at the time of an application for a Pool Permit.

Checklist	Requirements
	Two copies of a site plan / survey showing: <ul style="list-style-type: none"> <li>• pool and pool equipment location and set-backs from all property lines and other structures, septic tank and bed (if applicable) and other existing and proposed structures.</li> </ul>
	Two copies of pool enclosure details. This drawing must show all pool enclosure details as set out in Fence Bylaw 2012-132.
	One copy of a grading plan & drainage plan showing (at a minimum): <ul style="list-style-type: none"> <li>• Existing and proposed grading using geodetic elevations; swales, slope direction and percentage (refer to Pool Permit grading plan checklist (attached) and Township Engineering and Design Standards (Section 3.06 available online)).</li> <li>• Sedimentation and Erosion Control measures (i.e. silt fence, mud mat etc.)</li> </ul>
	If you are in a new (unassumed) subdivision, Permission / Recertification of proposed works is required from consulting engineer.
	Other documents that pertain to your project (i.e. Conservation Authority Clearance, Committee of Adjustment approval).
	Completed application for Building Permit (for Fenced Enclosure)
	Completed application for Site Alteration Permit (for Pool)
	Submission of Required Fees <ul style="list-style-type: none"> <li>• Pool Enclosure Permit fee is <b>\$281.25</b></li> <li>• Site Alteration Permit fee is <b>\$602.00</b></li> </ul>
	Submission of Road Damage Deposit <ul style="list-style-type: none"> <li>• <b>\$5,000</b> (Assumed)</li> <li>• <b>\$10,000</b> (Unassumed)</li> </ul>

**Prior to the Owner requesting the Release of Securities, it is the responsibility of the Owner to arrange:**

- An inspection by a Building Inspector to inspect pool enclosure. This is to be done upon completion of the fence enclosure and prior to any water being placed into pool.
- Upon completion of all proposed works:
  - If in an unassumed subdivision, a 'Certificate of Grading', signed and stamped by consulting engineer.
  - Inspection and clearance from Engineering and Public Works Department.

## Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

<b>For use by Principal Authority</b>			
Application number:	Permit number (if different):		
Date received:	Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)			
<b>A. Project information</b>			
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>B. Purpose of application</b>			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
<b>C. Applicant</b>			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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
<b>D. Owner (if different from applicant)</b>			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number

<b>E. Builder (optional)</b>			
Last name	First name	Corporation or partnership (if applicable)	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>			
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____			
<b>G. Required Schedules</b>			
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.			
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.			
<b>H. Completeness and compliance with applicable law</b>			
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .		<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>			
I _____ declare that:			
(print name)			
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.			
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.			
Date _____		Signature of applicant _____	

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

- c. No single length of a privacy screen shall be longer than 5 m (16.41 ft.).

## PART 7- POOL ENCLOSURES

### Application

19. The provisions of this part shall apply to all enclosures constructed from the date of passage of this By-law.
20. At such time as a lawfully existing enclosure is replaced or substantially altered the replacement or altered enclosure shall be constructed in compliance with this By-law.

### Pool Enclosure Requirements

21. No Person shall construct or install a pool, cause a pool to be constructed or installed or commence the construction or installation of a pool without first obtaining a pool enclosure permit from the Chief Building Official.
22. No Person shall construct or install a pool, cause a pool to be constructed or installed or commence the construction or installation of an enclosure except in accordance with the following regulations:
  - a. A wall including the outside wall of a building may be used as one or more sides of an enclosure provided that the main entrance to the building shall not be located in such a wall. If a service entrance is located in such wall it shall have a self-closing door equipped with a self-latch device located not less than 1.22 m (4 ft.) above the bottom of the door.
  - b. The enclosure shall be a minimum of 1.22 m (4 ft.) in height above the grade of the lands located on the outside of the enclosure located within 0.92 m (3 ft.) of the fence.
    - i. Notwithstanding Section 22.b, if an enclosure is erected in compliance with this provision and the grade of the lands that are adjacent to the lot on which the pool is erected is raised, the enclosure shall be deemed to remain in compliance.
  - c. The enclosure shall be substantially supported to provide stability, safety and strength and shall meet the following regulations:

### Chain Link Fencing

- i. If the enclosure is of chain link construction the enclosure shall be not less than 12 gauge wire with the opening no more than 3.7 cm (1.5 in.) mesh, measured at the widest part, or other chain link of equivalent strength with the mesh opening not exceeding 3.7 cm (1.5 in.), measured at the widest part.

### Wood Fencing

- ii. If the enclosure is of wood construction the enclosure shall be:
  - a) of wood board or other material intended for use in permanent fencing and shall:
    - i. have vertical boards or pickets which are not more than 3.8 cm (1.5 in.) apart where the horizontal rails are spaced closer than 1.22 m (4 ft.), and not more than 10 cm (4 in. nominal)

FENCE BY-LAW 2012-132

adequately maintained and whether safety might be compromised without a permanent enclosure.

Special Provisions/Exemptions

27 Hot tubs, whirlpools and spas ("structure"), need not be surrounded by an enclosure provided the "structure" is equipped with a hard cover capable of holding 90.11 kgs (200lbs), which is fitted to the "structure" and locked to prevent access when the "structure" is not in use.

28. Notwithstanding Section 23, if a pool enclosure permit has been obtained for a temporary pool, the temporary pool may be reinstalled and refilled with water without additional permits or inspections provided there have been no alterations to the enclosure.

Application - Pool Enclosure Permit

29. Every application for a pool enclosure permit shall be accompanied by:

- a. two sets of plans showing the location of the pool, all proposed equipment (such as filters and heaters) and proposed pumps, landscape features in relation to property lines, buildings (including decks and sheds), and any easements;
- b. complete detailed drawings of the proposed enclosure including the location and type of proposed enclosure and pool equipment;
- c. the permit fee specified in the Township Building -Classes of Permits and Permit Fees By-law; and
- d. where the proposed pool is within an un-assumed plan of subdivision, the written approval of the developer/owner of the subdivision.

30. The Chief Building Official shall issue a pool enclosure permit where all plans, drawings and approvals have been obtained and submitted comply with all applicable regulations and the requirements of this By-law have been met.

31. Without limiting the generality of Section 30, the Chief Building Official shall not issue the pool enclosure permit unless a site alteration permit, if required, has been obtained through the Engineering and Public Works Department and the proposed location of the pool and enclosure complies with the Township Zoning By-law and any other applicable Regulations, By-laws and or, approvals.

**PART 8 -CONSTRUCTION AND MAINTENANCE**

Restrictions

32. Every fence, noise attenuation barrier, privacy screen and hoarding, shall be designed and installed in such a manner as to meet its intended function.

33. All surfaces (fence, noise attenuation barrier, privacy screen or hoarding) that have been previously painted, stained, varnished or which have received other similar protective finishes shall be maintained without visible deterioration.

34. Every fence, noise attenuation barrier, privacy screen and hoarding shall be maintained in a structurally sound condition and in good repair.



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## Engineering and Public Works Application for a Site Alteration or Fill Permit

In accordance with Bylaw 97-84, as amended

1.a Registered Owners of Subject Lands			
Last name		First name	
Street Address			Unit number
Municipality	Postal code	Province	Email
Telephone (Cell) ( )	Alternate day-time telephone number ( )		Fax ( )

1.b Agent Applying on Behalf of Owner (i.e. consultant, solicitor etc.)			
Last name		First name	
Corporation or Partnership			
Street Address			Unit number
Municipality	Postal code	Province	Email
Telephone (Cell) ( )	Alternate day-time telephone number ( )		Fax ( )

1.c Encumbrances (i.e. mortgagees, holders or charges)			
Corporation or Partnership		Contact Person	
Street Address			Unit number
Municipality	Postal code	Province	Email
Telephone ( )			Fax ( )

1d Correspondence		
Of the above, to whom is correspondence relation to application to be sent? Please check one.		
1.a (Owner)	1.b (Agent)	1.c (Encumbrances)

2. **SUBJECT PROPERTY:**

(a) **Municipal Address** \_\_\_\_\_

(b) Location: Township Lot \_\_\_\_\_ Concession \_\_\_\_\_

Reference / Registered Plan No \_\_\_\_\_ Part(s) / Lot(s) \_\_\_\_\_

(c) Lot Area (m<sup>2</sup> or ha) \_\_\_\_\_ Lot Frontage (m) \_\_\_\_\_

**Owner Occupied? (Does the person registered on title live on the property?)**

Yes

No

**Are there any easements (legal rights of access) on the property (i.e. gas, hydro drainage etc.)?**

Yes (Describe) \_\_\_\_\_

No

Unsure

**Is a new or temporary or permanent access point proposed for the duration of the operation?**

Yes (If Yes – a separate Entrance Permit is required (as per Bylaw 2005-121). Submit application / fees for review and approval)

No (Existing entrance / driveway to be used)

**Are the subject lands bounded by roads under the jurisdiction of the Region of York or the Province of Ontario (note: Hwy 9 west of Hwy 400 is under MTO)**

Yes (Applicant required to obtain approval from York Region and/or MTO)

No

**Is access to the subject land by private road or by an un-assumed "right of way"? If 'yes', indicate who owns the land or road, and who is responsible for its maintenance and whether it is maintained seasonally or year-round.**


3. **PURPOSE & SCOPE OF PROPOSED WORKS:** Why is the site alteration required? Describe the size & scope of the work i.e. area & nature of disturbance. Describe in letter format if more room is required.


Continued...

4. **HISTORY OF THE SUBJECT PROPERTY/CONCURRENT APPLICATIONS**

Is the subject property subject to a current or active application for Official Plan, Zoning Amendment, Site Plan Approval, Consent, or Subdivision Approval under the **Planning Act**?

Yes  No  Unknown

If **Yes** and if **known**, provide the file number and the decisions made on the application.


5. **AUTHORIZATIONS & CONSENT OF THE OWNER**

5.a **Authorization of Owner for Agent to Make the Application (Skip to 5.B if not applicable)**

If the owner of the land that is the subject of this application wishes to have an agent act on his or her behalf, the following authorization must be completed.

"I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize \_\_\_\_\_, (listed in section 1.B on "page 1" of this application) as my agent, to provide any of my personal information that will be included in, or collected during the processing of this application."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

5.b **Consent of the Owner to the Use and Disclosure of Personal Information**

(Complete the consent of the owner concerning personal information set out below.)

"I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the **Freedom of Information and Protection of Privacy Act**, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the **Municipal Act** for the purposes of processing this application."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

Continued...



**6. Permit Application (For Staff Use Only)**

- The amounts checked below must be paid prior to review of this application.
- If additional inspections or plan reviews are required, the applicant must pay \$162.90 per inspection/review prior to issuance of a permit.
- All fees are non-refundable and must be paid in full prior to issuance of a permit.

**a) Minor Application: (50 c.m. to 100 c.m.)**

Base Fee	\$111.30	
Site Plan Review	\$164.90	
Site Inspection (Minimum of 2 required at \$162.90 per inspection)	<u>\$325.80</u>	
<b>Sub Total =</b>	<b>\$602.00</b>	<input type="checkbox"/>

**b) Major Application: (greater than 100 c.m.)**

Base Fee	\$545.50	
Site Plan Review	\$598.92	
Site Inspection (Minimum of 3 required at \$164.00 per inspection)	<u>\$492.08</u>	
<b>Sub Total =</b>	<b>\$1,636.50</b>	<input type="checkbox"/>

**c) Site Alteration Fee:**

Applies to import or export material volume (\$1.00/c.m.)  
 Volume of material = \_\_\_\_\_ x \$ 1.00 = \$ \_\_\_\_\_

**Total Fees Paid with this Application** \$ \_\_\_\_\_

Receipt # (From Treasury) \_\_\_\_\_

**7. ACKNOWLEDGEMENT OF THE OWNER**

*"I understand that the Township of King's approval of my site alteration proposal is subject to the provisions of By-Law 97-84 as amended, as well as upon compliance with the **Oak Ridges Moraine Conservation Plan**, and any other restrictive covenants or governing authority having jurisdiction on or near my property."*

\_\_\_\_\_  
**Owner's Name**

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Date**

**IMPORTANT:** It is an offence to alter a site without a permit. **ALL PERSONS**, including truck drivers, machine operators etc, found altering a site without a permit can be charged up to \$5,000 per incidence and prosecuted under by-law 97-84 as amended. The Municipality also has the right under the Municipal Act to enter into lands to remediate unauthorized site alteration and to **recover the costs from the owner by way of action or in like manner as taxes.**

*Last Revised: June 2016*

*File Path: h:\permits\site alteration\forms and applications\site alteration application forms\site alteration application - 2016.docx*



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## Engineering and Public Works Site Alteration - Grading & Drainage Plan Requirements

The Township of King's Engineering & Public Works Department (EPW) requires, at a minimum, a Grading Plan / Drainage Plan as prepared by a Qualified Professional as part of the development / site alteration submission requirements. A Landscape Plan is not acceptable.

The scope of our review is limited to the grading and storm water management design with respect to conformance with municipal guidelines and bylaws. EPW reviews submitted plans to ensure the proposed site alteration of a subject property does not impact the property Owner, adjacent properties or presents a burden to Township infrastructure (i.e. runoff, soil contamination etc.). The Owner is responsible for the maintenance of the existing drainage systems and, if required, the establishment of a new drainage system(s) and/or an on-site storm water management system, solely situated on Owner's property and maintained at the Owner's expense.

Refer to Section F3.06 of the Township's Engineering Design Standards for a full list of required plot plan information.

A **Grading Plan / Drainage Plan** shall include:

1. **LEGEND:**

- The Grading Plan / Drainage (and other plans, as may be required) shall show an appropriate legend depicting in part, applicable notes, key map, north arrow, date(s), subject address, consultant, scale, title etc.

2. **GENERAL:**

- The drawing shall be prepared (signed / stamped) by a Qualified Professional.
- The drawing shall be in metric and to scale.
- The drawing shall show the boundaries and number of hectares to be filled / excavated.
- The drawing shall show the location and dimensions of the subject property, setbacks, structure/ building type(s), utilities, roads / highways and paving located within a minimum of thirty (30) metres of the areas to be filled / excavated or disturbed as part of the operation.
- The drawing shall show location of house entrances, risers, location/dimension and elevation of patio decks, pool, driveways, walkways, retaining walls and other structures.
- The drawing shall show location and rim elevations of all *yard* catchbasins.
- The drawing shall show the location and identification of the predominant existing soil types, as well as the location and dimension of all temporary soil, dirt or fill stockpiles.
- The drawing shall show location of all access roads / driveways, including temporary construction roads/driveways.
- The applicant shall identify the schedule of the anticipated starting and completion dates of each land disturbance or land development activity.
- The applicant shall provide the time machinery, including vehicles used to haul fill, will be operated, so as to conform to the Township of King Noise Bylaw 81-142, as amended.
- The applicant shall provide a description of the proposed fill, including a list of sources and geotechnical reports as to content and quality prepared by qualified expert.

3. **EXISTING AND PROPOSED GEODETIC ELEVATIONS and CONSTRUCTION ACTIVITY:**

- Existing topography for subject lot, extending thirty (30) metres beyond the areas to be filled / excavated or disturbed as part of the operation and shall also include existing and proposed geodetic elevations at property lines and thirty (30) metres beyond property line and throughout development area (spot elevations), including elevations of existing and proposed building envelopes at / or adjacent to construction activity.
- Existing and proposed structure elevations FFL, TFW, FBS, USF & Garage Floor elevation.

4. STORM WATER DRAINAGE SYSTEM:

- Location and direction of rainwater downspouts for all structures.
- Existing and proposed grades of driveways. Proposed residential driveways to be a minimum grade of 2% and a maximum of 8%. Maximum width of driveway 6.0 m at property line unless otherwise permitted in applicable zoning bylaw for subject subdivision.
- The location, detail and grade (expressed in a percentage) of any existing and proposed storm water drainage systems (i.e. swales) and natural drainage patterns within a minimum of thirty (30) metres of the areas to be filled / excavated or disturbed as part of the operation.
- The directions and grade (expressed in a percentage) of overland water flow and overland flow route.
- The location of discharge / outfall of floor drains, weeping tiles etc.
- **Should submissions have significant impervious cover in their proposed plan, the Township will require some form of onsite storm management system (i.e. soak-away pit) to accommodate the difference in the pre development – post development runoff. A separate Stormwater Management Report may be required if deemed necessary by EPW.**

5. SEPTIC SYSTEM:

- Where applicable, location and type of any private sewage disposal system and reserve areas and private wells.
- Where applicable, show septic system (tile bed etc.). Proposed structures (i.e. pools, patios) must be a minimum of 5 m from closest pipe in the tile field.

6. SEDIMENTATION, EROSION & DUST CONTROL:

- Provision and maintenance plan of the construction site erosion control and dust control measures during construction, and after if, required.
- Show silt fencing (and detail) around construction zone; Security Fencing, Mud Mats and other sedimentation, erosion and dust control measures, as required.

7. NEW SUBDIVISIONS:

- In unassumed subdivisions, applicant must ensure the developer's engineer has stamped, signed and dated all grading plan submissions and resubmissions.

8. SIGNIFICANT NATURAL FEATURES:

- The location of lakes, streams, wetlands, channels, ditches, other watercourses and other bodies of water on and within a minimum of thirty (30) metres of the areas to be filled / excavated or disturbed as part of the operation (if applicable).
- Regional Storm Flood Plan and Conservation Authority Fill Regulation lines (if applicable).

9. TREE INVENTORY:

- The species, grade at base and size, in calliper, of all trees greater than 250mm in calliper, all shrubs, trees and hedges within one (1) metre of the of the areas to be filled / excavated or disturbed as part of the operation.

**Reminders:**

- Applicant responsible to adhere to all applicable Bylaws, Policies, procedures set by the Township of King, as well as the Regional Municipal of York, Conservation Authorities and other governing bodies as applicable.
- The proposed final grade must be 0.15 m above TPW of any structure.
- Any alteration to driveway on Township / Region right-of-way will require separate permitting process for review and approval. Under no circumstance shall Owner or its contractor(s) conduct works within Township or Regional right-of-way.
- Absolutely no works shall be undertaken 0.6m from any property line in accordance with Township of King By-law 97-84. This includes but is not limited to; changes in elevation, location, or direction of any natural or artificial watercourse, open channel, swale or ditch used to drain land.