



## **Pool Encroachment Variance Plan Review Checklist/Process**

Apply online via: [www.mygovernmentonline.org](http://www.mygovernmentonline.org) (MY PERMIT NOW)

### **REQUIRED DOCUMENTS:**

<input type="checkbox"/>	Application for an Alternative standard/Special Exception/ <b>Variance</b> /Waiver – see forms page, upload to the online application via MY PERMIT NOW
<input type="checkbox"/>	Pool Specs and dimensions
<input type="checkbox"/>	<b>Site Plan/Survey:</b> <ul style="list-style-type: none"><li>• Including setbacks and easements</li><li>• Including impervious cover calculations (with proposed pool structure)</li><li>• Including distance from property lines to proposed pool structure</li></ul>

### **VARIANCE PROCESS:**

- I) Apply for **Pool Encroachment Variance** via [www.mygovernmentonline.org](http://www.mygovernmentonline.org)
- II) City accepts application, invoice will be sent for \$525 (\$500 for the variance and \$25 for public notice sign fee)
- III) City sends public notice letter to all adjacent property owners
- IV) 30 day wait period begins, giving adjacent property owners 30 days to provide comment on the variance request
  - a) Should there be any protest comments, the application is then triggered to go forth to the Planning and Zoning Commission and furthermore City Council for approval
  - b) Should there be no comments/refutations, the City's Building Official will then review the application documents
- V) Variance is either approved by Building Official or comments are provided to change design to meet compliance. If applicant disputes the Building Officials decision, they can appeal to the Planning and Zoning commission and furthermore City Council.

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