

# Application Checklist for Pools

(If submitting for a new pool only, please use the Structural Change less than 625 sq. ft. application or if combining a new pool with a new structural or major landscape change.)

## Required items:

- \_\_\_\_\_ Review Fee
- \_\_\_\_\_ Homeowner Deposit Fee                      \_\_\_\_\_ Contractor Deposit fee
- \_\_\_\_\_ Signed Homeowner Agreement
- \_\_\_\_\_ Zoning letter from TOMP stating lot type\*  
*\*A zoning letter and existing and proposed building lot coverage is required for structural changes.*
- \_\_\_\_\_ **As Built Survey:** A current as built survey (within 1 year) by licensed professional surveyor indicating: property lines, easements, setbacks, critical lines, structures, hardscaping, size, species, and location of all trees 6" DBH or greater and any other significant site features.  
(Min. Scale 1/8"= 1'-0" or 1"=10')
- \_\_\_\_\_ Provide Existing and proposed **building coverage percentage\***
- \_\_\_\_\_ **Pictures** of house elevations (front, sides, rear) showing existing landscape and surrounding area affected by changes to the proposed landscape.
- \_\_\_\_\_ **Site Plan** of proposed structural changes **scaled and overlaid on the survey.**  
It is highly recommended that the architectural plans be prepared by a licensed professional Architect or Design professional.  
Site Plan to include: (minimum Scale 1/8"=1'-0" or 1"=10')
  - North arrow
  - Accurate lot lines including dimensions, metes, and bounds.
  - All existing trees six (6) inches or greater in caliper identifying those to be removed, and tree protection zone of trees to remain, including those encroaching from adjacent property, as required by Town of Mt. Pleasant Tree Ordinance
  - Proposed pool & pool deck, all structures, fences, driveways, walks, landscape areas, hardscape areas, setbacks, sidewalks, easements, and street rights-of-way contiguous to the lot required per The Town Code.
  - Building footprint with overall dimensions and distances between proposed structures and property lines
  - Existing and/or proposed Fence and gate locations. Include height.
  - Show any trees encroaching from adjacent property and indicate any trees 6' DBH or greater that you will be removing to install fence.

- Building footprint with overall dimensions and distances between proposed structures and property lines
- Any proposed drainage improvements & erosion control devices
- Water, sewer, and electrical service.
- Location of all exterior equipment, including, but not limited to, pool equipment electric meter, air conditioning condenser, propane tank, etc.

---

**Pool Plans to include:**

- All Dimensions
- Provide specification sheets with photos for pool, pool deck & landscape lighting materials. Indicate: Color, Style/design, Textures, etc.

---

**Fence & Gate plans:** Refer to the Fence application checklist for submittal requirements.

---

**Masonry Wall & Gate plans:** Refer to the masonry wall application checklist for submittal requirements.

---

**Landscape Plan:** Refer to the Major landscape application checklist for submission requirements.

**Include the following on the site plan only if applicable to your proposal & provide the additional information requested.**

---

**Tree Removals** indicating:

- Existing & proposed tree removals for trees 6" DBH showing size, species, and location.
- If removing a tree(s) with a 16" DBH or greater, submit a copy of the TOMP's written permission allowing removal of the tree(s) and the tree mitigation schedule if required by the TOMP.

*\*Trees 16" DBH are protected and must have TOMP approval to be removed. Exception are Gum, Bradford Pear, China Berry, Pines, River Birch, Mimosa, Chinese Tallow, Camphor, and White Poplar (unless located within a buffer or Right-of-Way or easement)*

*\*Trees with a diameter of 24" or greater are considered historic and approval from the Board of Zoning Appeals may be required prior to removal.*