

Application Checklist for Pools

1. If submitting for a new pool only, use the Structural Change less than 625 sq. ft. application.
2. If combining a new pool with new structural changes that increase the total square footage to over 625 sq. ft. please use the Structural Changes greater than 625 sq. ft. application.

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
- Topographic contours at 1' intervals
- Location of parking spaces, HVAC, electric meter, existing propane tanks, existing generators, trash/recycle bins with screening details and identify what is behind the property (alley, rookery, canal, etc.)
- 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. Identify & label any trees 6" DBH or greater that you will be removing.
- Proposed pool & pool deck location, all structures, fences, gates, driveways, walks, landscape areas, hardscape areas, setbacks, sidewalks, easements, and street rights-of-way contiguous to the lot required per The I'On Code.

- Building footprint with overall dimensions and distances between proposed structures and property lines
- Existing and/or proposed Fence and gate locations. Include height.
- Drainage & Grading changes: Proposed direction of stormwater flow and locations of downspouts, French drains, pop-up emitters and/or other drainage elements to ensure that stormwater does not adversely affect adjacent properties.
- 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 & pool lighting materials. Indicate: Colors, Style/design, Textures, etc.

Landscape Plans:

- Provide landscape plans overlaid on proposed site plan and provide the required items listed below.

Plantings indicating:

- Existing and proposed plant removals
- New plant's locations, species, size, height at install and spacing (Plant schedule)
- Photos of location if new plantings are intended to provide screening from neighboring property.

Include the following on the landscape plan only if applicable to your proposed changes & provide the additional information requested for applicable item.

New Fence & Gate plans indicating:

- Fence location and provide detailed drawings of fence style & framing construction (Minimum scale of $\frac{3}{4}''=1'-0''$) and descriptive material details. Include all height and dimensions, material type and color for slats, posts, caps, and a detailed planting plan if proposing a living fence via spec sheets, samples, and/or photos.
- Gate locations and provide detailed drawings of gate style & framing construction and descriptive material details. Include height and dimensions, type and color of materials and framing and supports of gate, hardware specs and details of self-closing gate (if applicable) via spec sheets, samples, and/or photographs.
- If proposing to match a fence already existing in l'On, instead of drawings, you may provide clear, detailed pictures of the existing fence & gate and framing construction. Also provide height & all dimensions, material details and color for slats, posts, caps, gate, and gate hardware.

New Hardscapes (walkways, patios, driveways) indicating:

- Proposed hardscape locations on site plan and show how they relate with surrounding structures or other elements.
- Provide details of hardscape construction and provide all dimensions, heights, patterns, textures, materials and colors via spec sheets, samples, and/or photos. Minimum scale of $\frac{3}{4}''=1'-0''$.

New Masonry walls indicating:

- Proposed wall locations on site plan and show how it relates with surrounding structures or other elements.
- Show any trees encroaching from adjacent property and indicate any trees 6" DBH or greater that you will be removing to install masonry wall.
- Provide detailed drawings of wall and gates indicating all dimensions, heights, column spacing, column cap detail, patterns, textures, materials and colors via spec sheets, samples, and/or photos. Minimum scale of $\frac{3}{4}''=1'-0''$.
- For masonry walls that will tie into a neighboring wall and/or surrounding structures: Provide details & show how wall will tie into and relate with neighboring wall and/or other.
- If tying into a neighbor's wall or fence, submit permission in writing.

**A Single-Family Residential Stormwater Management and Tree Preservation Permit will be required by the TOMP.*

Tree Removals indicating:

- Existing & proposed tree removals for any trees with a 6" DBH or greater. Include size, species, and location.
- Submit a copy of the TOMP's written permission allowing removal of a protected tree with a 16" DBH or greater and tree mitigation schedule if required by TOMP.
- Letter from a certified Arborist may be required for removal of protected trees with a 6"-15" DBH.

**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.*

Outdoor Lighting indicating:

- Indicate proposed light locations and submit fixture type via spec sheets and/or photos.

Outdoor Structures (trellises, arbors, pergolas, large outdoor masonry fireplace, outdoor kitchens, decks, masonry walls, utility platforms, etc.)

- Indicate structure location and provide detailed, accurate architectural drawings to scale by a professional designer of proposed landscape structure. Must show how it relates to surrounding structures and neighboring property. (Min. Scale $\frac{1}{4}''=1'-0''$)

- Provide construction material details via spec sheet with photo or picture with details.
- For masonry walls provide column spacing, column cap detail and pattern of wall. Also provide wall gate construction, design & material details.

**Any landscape structure requires a zoning letter and existing and proposed building lot coverage calculations to be submitted for IDC review. The TOMP requires A Single-Family Residential Stormwater Management and Tree Preservation Permit and a building permit for landscape structures except a fence.*

Generators & Propane Tanks

- Proposed generator and/or propane tank location (photos of surrounding area if they are located close to neighboring property) and location of any associated utility trench locations to verify they do not interfere with the drip line of trees.
- Proposed screening as needed.

**The TOMP requires homeowners to get a permit for generators and propane tanks and any structural platforms for generators require a zoning letter and proposed building lot coverage calculations.*