



ADMINISTRATIVE PERMIT APPLICATION CHECKLIST

- **SWIMMING POOLS AND HOT TUBS**
(Section 1000.5 of Zoning Ordinance)

A checklist of background information and submission requirements for processing a swimming pool or hot tub permit is provided below. Should there be an item which is not included in the submission of the application; a detailed, written explanation should be made outlining the reason for omission.

The City Staff will also utilize the attached form as a checklist in the review of information which you submit. The decision on whether a request will be granted rests with the Albertville City Council. Please read all applicable ordinances and the attached checklist thoroughly. The Albertville City Code and Zoning Ordinance can be found online at the City’s website at www.ci.albertville.mn.us.

PROCEDURES		Compliance	
		YES	NO
1.	Review the appropriate section of the City Zoning Ordinance. ▪ Swimming Pools and Hot Tubs (Section 1000.5 of Zoning Ordinance)		
2.	Meet with City Staff/Planner to discuss proposal. DATE:		
3.	Application filed concurrently with application fee and escrow. DATE:		
SUBMITTAL REQUIREMENTS			
1.	Proof of title and the legal description of the property for which the application is requested.		
2.	Site plan illustrating:		
	a. Type and size of pool.		
	b. Location of the pool on the lot.		
	c. Location of other buildings and structures on the lot.		
	d. Location of structures on adjoining lots.		
	e. Location of filter and heating units.		
	f. Location of pumps and wiring.		
	g. Location of back flush and drain outlets.		
	h. Location of any overhead or underground utilities or utility easements.		
	i. Fence locations.		
3.	Building plans illustrating:		
	a. Swimming pool design.		
	b. Fencing and gate details.		
	c. Deck or surfacing details.		

Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for an application to be determined incomplete.