



Office of the Zoning Administrator  
3680 STH 60  
Slinger, WI 53086  
Ph. 262-677-2123  
zoning@townofpolk-wi.gov

## APPLICATION for POOL PERMIT

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*This application and its application fee are required to determine compliance with the **Zoning Ordinance**. Once approved, a separate application and application fee is required to determine compliance with the **Building Code**.*

*This Application must be **completed in full**. The Town of Polk **cannot accept** an incomplete Application Form or an Application Packet lacking all required information.*

### Contact Information:

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant (if different from Property Owner): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_

Name of Primary Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Description:

Address: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Lot Width: \_\_\_\_\_

(If additional parcels, please attach as separate sheet)

Current Use of Property: \_\_\_\_\_  
\_\_\_\_\_

**Type of Pool Proposed** (please check):

In-ground: \_\_\_\_\_ Above Ground: \_\_\_\_\_ Hot Tub / Spa: \_\_\_\_\_  
Swimming Pond: \_\_\_\_\_ Other: \_\_\_\_\_

**Application Checklist:**

The purpose of the Application Checklist is to ensure a complete submittal has been prepared and to expedite the review process. The checklist is not necessarily inclusive of all requirements needed to obtain approval and does not absolve the Applicant from compliance with other applicable sections of the Zoning Ordinance.

NOTE: One paper copy and one digital copy (PDF or similar format) of the application packet is required

A site plan drawing, showing the information listed in the table below, is required.

Please complete the checklist in full by entering a ✓, ○, –, or ? as applicable, into each box in the Code column in the table below.

Shown on Site Plan                      ○      Included with Application Packet  
–      Appears Inapplicable                      ?      Cannot Determine if Required

Code	Site Plan Drawing Submittal Requirements
	Property lines and location of existing structures.
	Location or proposed pool, hot tub, spa, or pond and distance from same to existing structures, right-of-way, and property lines.
	Location of overhead and/or underground wiring in relation to swimming pool, hot tub, spa or pond.
	Dimensions and depth of swimming pool, hot tub, spa or pond.
	Type, location, and height of required fence. If fence not present, please submit Application for Fence Permit.
	Type, dimensions, and location of deck, if proposed.
	Percent of rear yard retained in open space once pool is installed.
	Location and description of exterior pool lighting, if proposed.
	Location of required filtration system.

Additional plans and data may be required when determined by the Zoning Administrator to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined by the Zoning Administrator to be superfluous.

**Signature and Certification:**

I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Fee:**

The Application Fee for a Pool Permit is **\$100.00**. The Application shall not be accepted until the Application Fee has been paid.