

HOW TO FILL OUT THE POOL/SPA APPLICATION

*Note: if a spa/hot tub is **detached/separated** from the pool, then a second application is required for the spa.

**If any information is unknown, please ask the pool contractor for the information.

- Property Owner/applicant must fill out all contact information (location, owner, address)
 - This includes information for the “pool builder” - who is building the pool?

How to fill out the Left Box: **Do not leave any blanks.**

- Type of pool/spa? (concrete, gunite, vinyl, steel and inground or above ground). **Do not leave blank.**
- Size of pool- what are the dimensions of the proposed pool/spa. **Do not leave blank.**
 - Examples: 20ft by 40ft, or 8x7', 40x40 ft.
- Distance of Pool from other structures on the property, all distances measured in feet. **Do not leave any blanks.**
 - How far is it from the dwelling?
 - How far is it from any watercourse or wetlands on the property?
 - How far is it from the septic tank?
 - If property is currently connected to public sewer, or will be connected, “N/A” is acceptable.
 - Sewer connection permit and septic system abandonment applications must be submitted along with the pool application.
 - How far is it from the leaching area? (leaching means galleries, trenches, drywells, etc.)
 - How far is it from a private well on the property?
 - If the property is currently served by public water, “NA” is acceptable.
 - Drinking water supply, please check off Public Water or Private Well.

How to fill out the “Pool filter” Box: **Do not leave any blanks.**

- What is the type of pool filter?
 - Example: Cartridge filter, Diatomaceous Earth filter, Sand filter.
 - Brand names of filters must be accompanied by a product number.
 - All applications must be accompanied by a specification sheet for the pool filter.
- What is the size of the filter? (Information is located on the specification sheet of filter and is expressed as Sq. Ft.)
- Location: Where will the pool equipment be located on the property?
 - Give a brief description of the location.
 - Example: side of house, beside garage, inside shed, etc.
- Source of water: How will the pool be filled?
 - Example: Trucked in water, aquifer, well,

- Location of draining wastewater discharge, if applicable:
 - **Only filled out if filter has a backwash cycle.** (*Prohibited from discharging into septic*)
 - *Example: Drywell, cultec unit, infiltrator units.*
 - Location of the discharge detention units listed above must be on site plan.
 - **DE Filters must be installed with a separation tank.**
 - **If filter does not have a backwash cycle, "N/A" is acceptable.**

Give a brief description of the proposed project.

- Example: 20 x 40 ft inground gunite pool, with auto cover, Hayward W3C4030 Cartridge filter.
- Example: 7x7' above ground spa, with internal cartridge filter.

Check off the box for soil testing on the property.

- Soil testing for wetland soil type delineation differs from soil testing for septic system design.
- If soil testing witnessed by the Health District has not been completed, the box shall be checked off "NO".

Owner or Authorized Representative must sign and date application.

Refer to the pool application checklist to ensure the plans satisfy all the outlined requirements.