



DEVELOPMENT SERVICES DEPARTMENT

POOL PERMIT

DEPOSIT	\$ 75.00 non-refundable
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INSTRUCTIONS TO APPLICANT

The applicant must complete the attached form as prescribed, and all of the following information must be attached before it can be accepted for filing and processing by the Department of Planning.

- a) Application fee – Checks shall be made payable to City of Adelanto.
- b) Plot Plan – 4 copies of a plot plan shall be submitted (along with an 8 ½" x 11" or 11" x 17" reproducible copy), shall be drawn neatly and accurately to scale (not smaller than 1 inch equals 100 feet), and shall show the following data:
 1. All property boundaries and abutting streets;
 2. All existing and proposed buildings, structures, fences, walls, driveways, and parking areas showing number and location of parking spaces;
 3. All proposed buildings, structures, trees, fences, walls, driveways, parking areas and spaces;
 4. Proposed pool footprint with setbacks and depths.
 5. The following statement appear on the plot plan: "Gates-Fences and door alarms are the sole responsibility of the swimming pool contractor, all barriers shall comply to the 2001 C.B.C. Appendix Chapter 4, Section 421, I.R.C. Chapter 41, Section E4101"
- c) All Section of this application must be filled out and signed: Including the **Application, Owner Statement, Authorized Agent Statement (if applicable), Subcontractor List, Disposal Plan, and Grading Permit.**



ADDITIONAL INFORMATION TO THE APPLICANT

City Code requires that every Pool installed must have a Building Permit and before Permits may be issued the Pool Project must be reviewed by the Departments of Planning, Engineering, and the Building for design standards and safety.

Procedure by the Development Services Departments

Department staff shall:

1. Time Stamp the Application if Complete
2. Login the Application in to the Department's Master Log
3. Automatically assigned a case number:
 - a. Acquire the next available Street Address Assignment Case Number from the Street Address Assignment Application Log Book
 - i. Format for Case Number is as follows: PP-(xx)-(yyy) or, where xx is the two digit year, yyy is the number of the application submitted year-to-date.
4. Receipt the Applicant for the application, with case number, and monies received.
5. Planning Division staff shall review the plan for setbacks
6. Public Works Engineering Division staff shall review for drainage and grading and issue grading permit
7. Building Division Staff shall review the application and plans prior to the issuance of any permit.

CASE NO. _____

DATE FILED

Planning Fees:	\$15.00
Engineering Fees:	\$30.00
Grading Permit Fee:	\$30.00
Total Due:	\$75.00

Total Fees Paid _____ Receipt No. _____

-----City Use Only Above this Line-----

Name of Applicant/Home Owner				Phone	
Address					
City		State		Zip Code	
Name of Pool Company				Phone	
Address					
City		State		Zip Code	

[Applicant must be the owner of the land, the lessee having a leasehold interest of not less than three (3) years, or the agent of the foregoing, duly authorized in writing.]

One of the following property descriptions must be filled out:

A):

Assessors Parcel Number (APN) and Tract Number - Lot Number

OR

B): The EXACT legal description of said property is: (the legal description may be given as tract lots, including Section, Township, and Range, or it may be described by metes and bounds with a point of beginning that can be identified on the City Engineer's maps).

Total Cubic Yards of Pool to be Excavated: _____ CY
 Estimated Value of Improvements: \$ _____

The following statement must be signed in front of a Notary and original Notary acknowledgement attached to this document, or signed in front of City of Adelanto Staff.

I/We _____
 (Please Print)

being first duly sworn, each for himself or herself, deposes and says that I/we am/are the owner(s) /lessee /agent of the property involved in this application and that the foregoing statements herein contained and the information herein submitted, are in all respects true and correct to the best of my knowledge and belief.

Signature of Applicant: _____
 (if different from owner)

Signature of Owner:					
Mailing Address:					
City		State		Zip Code	
Phone (H)			Phone (W)		

LETTER OF AUTHORIZATION
IF APPLICANT OTHER THAN PROPERTY OWNER

I, _____, as owner(s) of property identified as Assessor's Parcel
Property Owner(s)

No(s). _____ and/or Tract/Parcel Map _____, Parcel/Lot

No. _____ do hereby authorize _____ to represent me
Authorized Agent

as agent in seeking approval of the following project(s): _____

Owner and Authorized Agent also acknowledge that:

"Gates-Fences and door alarms are the sole responsibility of the swimming pool contractor, all barriers shall comply to the 2001 C.B.C. Appendix Chapter 4, Section 421, I.R.C. Chapter 41, Section E4101"

Signed _____
Property Owner(s)

Date: _____

Signed _____
Authorized Agent

Date: _____

NO APPLICATION FROM AN INDIVIDUAL OTHER THAN THE PROPERTY OWNER WILL BE ACCEPTED UNLESS THIS DOCUMENT, OR A SIMILAR DOCUMENT, IS COMPLETED, SIGNED AND SUBMITTED AS PART OF THE PROJECT APPLICATION.

