



How-To: Apply for an Outdoor Pool Permit [or remove one]

This is a how-to guide for permitting of above-ground or in-ground pools on single family & two-family home properties. For multi-family and commercial properties, please contact the City's Administrative Officer at planning@sburl.com or (802) 846-4106.

What kind of approval do I need, if any?

- Install a year-round above ground and inground pools: requires a zoning permit
- Temporary seasonal above ground pools, so long as they are removed at the end of the season: no permit.
- Place a kiddie pool: no permit
- Demolish / fill in an inground pool: requires a zoning permit for demolition.

Zoning Permits for Pools

- Please fill out a [zoning permit application](http://cms6.revize.com/revize/southburlington/Planning/Forms/Zoning%20application%20fillable%20Feb%202023.pdf).
<http://cms6.revize.com/revize/southburlington/Planning/Forms/Zoning%20application%20fillable%20Feb%202023.pdf>
- If you don't know your property ID, leave it blank.
- Include a sketch of your property, including the property lines, location and name of the adjacent street(s), building and decks, clearly showing where the pool and fencing will be installed, and its dimensions. This can be hand drawn or adapted from an aerial photo. Please include measurements to the nearest property lines. If more than 10', an estimate is acceptable.
- If you are the property owner, you need to sign as both owner and applicant. If you are not the owner, you must sign as the applicant and the property owner must also sign. A digital signature or scan of a signature is acceptable.
- Application can be emailed to planning@sburl.com. Alternatively, you can visit us at City Hall, or mail to Planning & Zoning, 180 Market Street, South Burlington, VT 05403.
- Fees. The fee for projects totaling less than \$6,000 for materials and installation is \$43. For larger projects, the fee is \$5 per \$1,000 in total project cost, plus a \$13 digitization fee.
 - Our website offers an [online payment option](https://www.southburlingtonvt.gov/how_do_i/make_a_payment/index.php)
https://www.southburlingtonvt.gov/how_do_i/make_a_payment/index.php
 - When the online form asks for a permit number, type "TBD"
 - Make checks payable to "City of South Burlington"

Pool Permitting Rules: [see Section 13.04 of the [Land Development Regulations](https://www.southburlingtonvt.gov/departments/planning_and_zoning/regulations_and_planning_documents.php)]:

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- No pools in the front yard
- Inground pools must be surrounded by a fence or wall measuring at least 4' in height. No gaps greater than 4" permitted
- Entries to pool areas must include a latched gate or door. If connected to the house via a deck, the house can serve as the gated entry. Above ground pools shall bar access when not in use.
- Pools must be set back at least 10' from all property lines, measured from water's edge (OVER)

- Pools are not considered to be accessory structures. Water area is not considered lot coverage, but any adjacent decks, patios, concrete walkways, etc. are coverage for the purposes of the Regulations

Permit Issuance and Pick-up

- Digital submissions are preferred and can be returned more quickly
- We strive to turn permits around quickly; State law allows up to 30 days from receipt. Permits are processed in the order received.
- Once a permit is issued, you will receive a Notice Placard. Please post this in the window or on a stake visible from the roadway. It must be posted for 15 days. This is the appeal period. If you choose to start construction within that timeframe, be aware you may need to stop work or restore prior conditions if there is an appeal