



# CITY OF GERMANTOWN

Engineering Department

• 1920 South Germantown Rd., Germantown, TN 38138-2815 • Phone (901) 751-5720 • www.germantown-tn.gov

## Grading Permit Application Checklist: Swimming Pools

Per City of Germantown Code of Ordinances [Sec. 22-86](#) and [Sec. 22-87](#), “It shall be unlawful for any person to remove any tree (except as permitted under this division) or to commence any grading, earth-moving, changing of the elevation of property without first having applied for and received a permit in accordance with the provisions of this division. “

<b>Applicant Name:</b>	
<b>Address:</b>	
<b>Subdivision:</b>	
<b>Lot:</b>	

### Required Documents:

- [Signed Grading Permit Application](#)
- **Site Plan (Drawn to Scale)** Section [4-22](#) of the regulations for additional details:
  - Location & dimensions (LxW) of pool, hot tub/jacuzzi, and equipment pad
  - New patio/deck area (square footage)
  - Existing & proposed irrigation/turf systems (including drainage)
  - Drainage improvements (structures, pipes, outfall/connections)
  - Existing & proposed fencing
  - Dimensions to property lines (from pool/patio edge, whichever is closer)
  - Clearly labeled recorded easements on property. No proposed improvements will be permitted to be constructed within any recorded easements.  
Proposed retaining walls with heights and details. (Separate permit may be required)
  - Existing & proposed runoff patterns (flow arrows & labels)
- HOA Approval Letter on Letterhead (email not sufficient)

### Notes:

1. Staff may request additional information to ensure compliance with local, state and federal regulations.
2. A tree removal permit may be required.
3. Permits must be obtained from Shelby County for any electrical, plumbing, mechanical and gas installations made as part of the construction by properly licensed subcontractors. Any electrical, plumbing, and drainage improvements must be shown on the site plan.
4. Permit Application Policy and process is subject to change without notice.

### Conditions of Permit Issuance:

1. The finished side of new fencing must face outward from the lot.
2. Subdivision covenants and restrictions may also govern fence/wall placement. Covenants/private regulations are not enforced by the City and may be more restrictive than City Ordinances.



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3. The Approved Site Plan/Permit is void if incorrect information is given on the application for the permit.

## **References**

**Setbacks:** Per City of Germantown Code of Ordinances [Sec. 23-237](#), "Swimming pools in the R residential district shall be located behind the front line of the building, a minimum of five feet from all property lines.

On double frontage lots, in-ground swimming pools may extend 20 feet into the required front yard that is located on the rear side of the principal building. This shall apply only to lots having frontages on two non intersecting streets. Corner lots and triple-frontage lots, abutting two streets at their intersection, shall be excluded.

**Sewer Connection:** All Pools must have a connection to the sanitary sewer and pools must be drained into the sewer system, not onto the ground or into the storm drains.

## **Floodplain and Floodway Restrictions.**

**\*NOTE:** Once approved, the site plan shall not change. If a revision to the site plan is required, the applicant must notify the City of Germantown and reapply for the permit.