

**VILLAGE OF ELM GROVE  
BUILDING BOARD  
SUBMITTAL CHECKLIST**



**FENCES**

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**The following items must be submitted to the Zoning & Planning Department at Village Hall. Please allow up to five (5) business days for staff to review the fence submittal.** Applicants are encouraged to meet with Village staff prior to submitting materials to clarify requirements and procedures. Due to the size and scope of some projects, a longer period of review may be necessary. **Depending on the nature of the submittal, Building Board review may also be required. Please note, if a Building Board meeting is necessary, the applicant or a representative of the applicant must attend the Building Board meeting to present the plans and respond to questions from the Building Board. If no one is present to speak on behalf of an agenda item, board action may be deferred until the next regularly scheduled meeting.** Questions regarding the fence submittal may be directed to the Zoning & Planning Administrator at (262) 782-6700.

**1. Fence Plan/Picture**

- Elevations from both sides, noting dimensions, materials, and colors.
- A picture from a fence company brochure is acceptable, as long as the dimensions, materials, and colors are clearly indicated.
- Submit three (3) copies of plan/picture on standard, legal or ledger paper. (14 required for Building Board review).

**2. Parcel Survey**

- Location and dimensions of fence.
- Distance to all lot lines.
- Location of neighboring structures.
- Submit three (3) copies of this survey on standard, legal or ledger paper. (14 required for Building Board review).

**3. Landscaping Plan**

- Existing and proposed landscaping with species list, number, and size.
- Submit three (3) copies of this plan on standard, legal or ledger paper. (14 required for Building Board review).

**4. Building Permit Fee Worksheet – Submit 1 Copy**

**5. Signed Building Permit – Submit 1 Copy**

**6. Signed Building Permit Addendum – Submit 1 Copy**

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**Fence Requirements Summary**

The following list is a summary of fence requirements. Please see Elm Grove Code of Ordinances §335-88 for a complete listing of requirements. Fences which conform to the requirements of the Code of Ordinances generally do not require review by the Building Board.

- Must have 50% of their surface area open for free passage of light and air. The meaning of 50% open space shall be that for a given width of fence material (i.e., an individual picket), an equal or greater amount of open space is to be provided in between said fence material.
- Examples of such Fences include picket, rail, and wrought iron, which are not merely ornamental.
- If located **INSIDE** of the **REQUIRED SETBACK AREA** (generally 50 ft. street, 20 ft. side, 25 ft. rear, except for Indian Hills Subdivision and properties neighboring properties with greater setbacks) height shall not exceed four (4) feet.
- If located **OUTSIDE** of the **REQUIRED SETBACK AREA** (generally 50 ft. street, 20 ft. side, 25 ft. rear except for Indian Hills Subdivision and properties neighboring properties with greater setbacks) height

shall not exceed six and one-half (6.5) feet.

- Must be constructed of wood, wood simulated natural-appearing materials, wrought iron or other metal materials generally employed to achieve an aesthetically consistent appearance. Cannot be chain-link, barbed wire, or any wire-like material.
- Cannot project forward of any rear line of the principal structure.
- Any fence that does not meet the requirements listed above requires a variance from the Village Code be granted by the Building Board. A variance requires a public hearing before the Board. In reviewing a proposed fence requiring a variance the Building Board is to review the character or shape of the lot, the placement of the fence on the lot, the architectural appearance of the fence including compatibility of the fence with the adjoining structure, and if located on a residential parcel, whether a hardship is demonstrate due to proximity to businesses, railroads, and state or county highways.



Call (262) 346-4575 for inspection requests or email <u>waukeshainspections@safebuilt.com</u>		<b>UNIFORM BUILDING PERMIT APPLICATION</b>		PERMIT NO.		
				TAX KEY #		
<b>WI MUNICIPALITY VILLAGE OF ELM GROVE</b>		PROJECT ADDRESS				
		PROJECT DESCRIPTION				
<b>APPLICANT EMAIL:</b>				<input type="checkbox"/> <b>COMMERCIAL</b> <input type="checkbox"/> <b>1 &amp; 2 FAMILY</b>		
Owner's Name		Mailing Address - Include City & Zip		Phone # (   )		
Contractors Name		Mailing Address - Include City & Zip		Phone # (   )		
Contractor License Number		Contractor Qualifier Number	Sq. Ft.	Estimated Cost (LESS Plumbing, Electrical & HVAC)		
SCHEDULE OF INSPECTION FEES			MIN	EACH	QTY	TOTAL FEE
1. New Home Plan Review				\$275.00		
2. Addition Plan Review				\$100.00		
3. Alteration Plan Review				\$70.00		
4. Remodel / Alteration / Repair (per thousand of project valuation)			\$85.00	\$14.00		
5. New Structure/Addition			\$110.00	\$0.41 / sq ft		
6. Erosion Control - New structure or addition over 300 sq ft				\$220.00		
7. Erosion Control - Addition under 300 sq ft				\$130.00		
8. Accessory Structure (Shed, etc.)				\$70.00		
9. Occupancy Permit				\$110/dwelling unit		
10. Temporary Occupancy Permit				\$200/dwelling unit		
11. Pools (separate electric permit required) (per thousand of project valuation)			\$70.00	\$14.00		
12. Early Start (footings and foundations)				\$280.00		
13. Razing fee			\$85.00	\$0.15 / sq ft		
14. Fence, or private tennis court				\$140.00		
15. Re-Inspection Fee OR Failure to call for inspection (per occurrence)				\$70.00		
16. Building Permit App WI State Seal						
17. Other						
1. Multi-Fam (3+), Motel, CBRF, Daycare, Merchant, Restaurant, Tavern, Hall, Church, Office			\$137.00	\$0.45 per sq ft		
2. School, Institution, Hospital, Vehicle/Sm Engine Repair, Parking, Storage, Auto Body			\$137.00	\$0.45 per sq ft		
3. Manufacturing and Industrial - office area, follow office fees on line 1			\$137.00	\$0.45 per sq ft		
4. Warehouse, mini warehouse, Bldg Shells - for multi-tenant office area			\$137.00	\$0.45 per sq ft		
5. Special Occupancies (outdoor pools, tents, etc.)			\$140.00	\$0.25 per sq ft		
6. Erosion Control (for first acre)				\$225.00		
7. Erosion Control (every acre thereafter)				\$125.00		
8. Remodel/Alteration/Repair (per thousand of project valuation)			\$110.00	\$15.00		
9. Occupancy, Temp Occupancy, Change of Use				\$200/unit		
10. Razing fee			\$85.00	\$0.15 / sq ft		
11. Early Start				\$280.00		
12. Other (specify)						
<b>INSPECTIONS</b> <input type="checkbox"/> Footings <input type="checkbox"/> Foundation <input type="checkbox"/> Bsmt floor <input type="checkbox"/> Rough <input type="checkbox"/> Insulation <input type="checkbox"/> FINAL			<b>TOTAL FEE</b>			
The applicant agrees to comply with the Municipal Ordinances and with the conditions of this permit; understands that the issuance of the permit creates no legal liability, express or implied, of the Department, Municipality, Agency or Inspector; and certifies that all the above information is accurate. <b>Have Permit/Application number and address when requesting inspections. Give at least 24 hours notice on all inspections.</b>						
<b>Approval Conditions:</b> This permit is issued pursuant to the attached conditions. Failure to comply may result in suspension or revocation of this permit or other penalty. Owner/Builder solely responsible for compliance with all applicable State & Local Building and Zoning codes.						
<b>SIGNATURE OF APPLICANT</b>				<b>DATE</b>		
<b>RECEIPT INFO</b>			<b>PERMIT ISSUED BY MUNICIPAL AGENT:</b>			
Check#	Amt	<b>Permit expires two years from date issued unless otherwise noted.</b>		Name		
Rec'd By	Date			Certification No.		Date

RESIDENTIAL 1 &amp; 2 FAMILY

COMMERCIAL

# VILLAGE OF ELM GROVE

## BUILDING PERMIT ADDENDUM

The following forms must be submitted with a Building Permit for all proposals that require Building Board approval.

The property owner must complete the forms.

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### **Building Permit Directions**

1. Complete the PROJECT LOCATION, PROJECT DESCRIPTION, OWNER'S NAME and ADDRESS, and CONTRACTOR NAME, ADDRESS and LICENSE NUMBER section of the form.
2. If you are building or altering a residential or commercial structure, complete the entire PROJECT INFORMATION section of the form. Please itemize cost for remodeling vs. addition activities.
3. If you are installing a fence, pool, or sign complete the following PROJECT INFORMATION sections:
  - 1a. Project
  - 14. Estimated Cost
4. If you are constructing an accessory structure (shed) complete the following PROJECT INFORMATION sections:
  - 1a. Project
  - 2. Area
  - 14. Estimated Cost
5. Sign and date the Building Permit Application.
6. Sign and date the following forms.

**Property Access Statement**

I understand that Building Board members and Village employees will enter my property for the purpose of inspecting the proposed project at any time before the scheduled Building Board meeting. I acknowledge that these individuals will not notify me prior to entering my property.

Initial \_\_\_\_\_

**Waiver for Special Contract Fees**

In accordance with Elm Grove Code of Ordinance §30-3, any special professional services required to process your application or finalize your project will be billed to you in accordance with all applicable provisions of §30-3 and will be subject to all appeal rights as stated in §30-3. These services include, but are not limited, work of the Village Attorney and Village Engineer. I have read, understand, and do hereby acknowledge the provisions of Elm Grove Code of Ordinance §30-3.

Print Name/Signature \_\_\_\_\_

Date \_\_\_\_\_

Property Address \_\_\_\_\_

**Acknowledgement of Village Code Related to Fire Alarms**

I understand that it is my responsibility as a homeowner to ensure that, during the activity identified in my permit, any fire, intrusion or similar alarm is not inadvertently set off. Events that may lead to the triggering of an alarm include but are not limited to: painting, sanding drywall, laying carpet, sawing wood, vacuuming and any other activity that could create smoke, vapors or dust. In the event that a fire, intrusion or similar alarm is set off during the activity identified in my permit, I understand that I may be subject to a fine issued by the Village. I have read, understand, and do hereby acknowledge the provisions of Elm Grove Code of Ordinance §91-1, 91-2 and 91-5.

Print Name/Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Demolition/Construction Code of Conduct**

The Village of Elm Grove requires all construction personnel to follow all rules and regulations. Violations may result in stop of work, fines of \$100 - \$1,000 a day for each offense, and/or a revoked permit per Chapter I, Article II. All references to the Village code of ordinance can be viewed at [www.elmgrovetwi.org](http://www.elmgrovetwi.org).

### **Construction Hours (§ 208-4):**

7:30 a.m. to 8:00 p.m. Monday through Friday

9:00 a.m. to 4:00 p.m. Saturdays

No work on Sundays or Federal Holidays in which the Village Hall is closed.

Delivery of construction materials or services to residentially zoned sites -

7:30 a.m. to 6:00 p.m. Monday through Saturday

### **Electric Generators (§ 208-4):**

Gasoline, natural gas, propane or diesel fueled portable electric generators to power construction, excavation or demolition equipment are prohibited.

### **Keep Elm Grove Clean:**

Keep streets free of mud and debris (§208-3).

Do not litter – use trash receptacles (§208-3).

Maintain erosion control measures in place throughout the construction and demolition (§106-17 D 3).

Follow stormwater management procedures (§325-30).

Control dust with onsite water supply (§106-17 D 5).

### **Obey Traffic Rules:**

Keep streets open for use. (§ 275-4)

Do not disturb culvert grading or neighboring landscaping (§106-17 D 6).

Damages to the road are the responsibility of the property owner (§106-17 D 6).

Name of construction foreperson: \_\_\_\_\_

Telephone number of construction foreperson: \_\_\_\_\_

I understand that I may be charged \$40.00 for a Code of Conduct Sign to be displayed on my property during construction. \_\_\_\_\_ (Initial)

## **Code of Ordinance Section Related to Special Contract Fees**

### **§ 30-3. Special charge for Village professionals contract fees**

- (1) a. Whenever the offices of the Village Attorney, Village Engineer or any other of the Village's contract professional staff are contacted for current services regarding a specific person's property, development or other special matter in the Village of Elm Grove by:
  1. The Village President, Village Board member, Village Board Committee member, or Village Commission member or any representative, agent or designee of the same; or
  2. A property owner or any person or entity or a respective representative, if said contact results in a charge to the Village of Elm Grove for that professional's time and services and said service is not a service provided to the Village of Elm Grove as a whole; then the Village Manager shall be authorized to charge said person or entity for the current service provided and/or pursuant to the provision of Section 66.0627, Wis. Stats., to impose a special charge for that current service to the benefited property owner for the fees incurred by the Village.
- b. This ordinance shall be enforced on the basis of the policy as established by the Village upon a recommendation of the Village Board Finance and Licensing Committee, by resolution enacted by the Village Board and revised from time to time that shall include schedules for cash deposits and other means of securing payment to the Village.
- (2) The Village Manager is authorized to invoice each person or entity for special charges, allowing a period of time not more than thirty (30) days to pay for provided current services. The invoice shall include an itemized statement of the professional service fees provided.
- (3) The Village Clerk shall give each property owner, invoiced for current services, notice that a hearing may be requested before the Village Board Finance and Licensing Committee regarding the charges against the property. If a hearing is timely requested in writing within twenty (20) calendar days of the mailing of the invoice for current services, the matter shall be heard in accordance with the provisions of this Section 30-3 on the issue of the cost of professional fees incurred to benefit a specific land owner.
- (4) If any amount remains unpaid after the thirty (30) days allowed for payment where no hearing has been timely requested, the Village Clerk shall automatically charge that delinquent amount, plus any applicable penalty and/or interest against the current or next tax roll as a delinquent tax against the property pursuant to Wis. Stats. § 66.0627. In the event the invoice rendered to a property owner or the time allowing for payment precludes placement on the current year's tax roll, any such delinquent charge shall be extended to the following year's tax roll.
- (5) Upon receipt of a timely request for a hearing on the invoice for special charges, the Village Board Finance and Licensing Committee shall hold a hearing regarding same at its next regular meeting or, at its discretion, at a special meeting. Such hearing shall be preceded by posted public notice and written notice to the property owner.
- (6) When a timely hearing has been requested, no current charges for special services shall be placed on the tax roll until a hearing has been held and a decision has been rendered and reduced to writing. A copy shall be sent via first class mail, postage prepaid, to the property owner. Only that part of the charges for special services approved by the Village Board Finance and Licensing Committee may be placed on the tax roll after the property owner has been given thirty (30) days to pay from the date of the Village Board Finance and Licensing Committee decision.

The Village, in addition or instead of the above, may follow any other legal means to collect the amounts due.



## **Code of Ordinance Sections Related to Code of Conduct**

### **§ 106-3 H. Building Permit**

Code of conduct signs required. No person shall be issued a building permit for the demolition, construction, and/or modification of the exterior of any structure within the Village unless such person has first purchased a demolition and construction code of conduct sign from the Zoning Administrator as required under the provisions of § 335-42E(3). The fee for code of conduct signs shall be approved by resolution from time to time as established by the Village Board. Failure to obtain and/or display said sign throughout the course of demolition, modification, and/or construction shall constitute a violation of this chapter and, in addition to all other applicable penalties, shall be grounds for the issuance of a stop-work order. [Added 4-22-2003]

### **§ 335-42. Restrictions, prohibitions and exemptions.**

(3) Demolition and construction code of conduct signs required. [Added 4-22-2003EN]

(a) For purposes of this chapter, the term "code of conduct sign" shall mean the sign approved by the Village Board of Trustees and obtained from the Zoning Administrator to notify contractors, subcontractors, and materialmen of applicable provisions of this Code of Ordinances pertaining to operation and maintenance sites involving the demolition, construction, and/or remodeling of the exterior of any structure or building in the Village.

(b) All persons applying for demolition and/or building permits for the demolition, construction, or remodeling of the exterior of any structure or building within the Village shall purchase a code of conduct sign from the Zoning Administrator at the fee established from time to time by the Village Board of Trustees prior to issuance of any building permit.

(c) The code of conduct sign required under this subsection shall be posted in the ground no closer than seven feet to the roadway pavement edge and driveway, and no further than 15 feet from the roadway pavement edge and driveway, in such a manner as to be clearly visible from the driveway and roadway. The code of conduct shall be prominently displayed in this manner throughout the time any demolition and/or building permit is required to be displayed under this Code of Ordinances.

(d) The requirement for purchase and posting of a code of conduct sign may be waived by the Zoning Administrator in writing based on the Zoning Administrator finding that proposed construction or remodeling cannot reasonably be anticipated to cause a disturbance to occupants of neighboring residential property or obstruct, damage, or cause material to be deposited on Village streets.

## **Code of Ordinance Sections Related to Fire Alarms**

### **§ 91-1. Intent.**

The intent of this chapter is to regulate alarm systems as defined in this chapter in the Village of Elm Grove and to prevent carelessness, improper maintenance or any other cause which results in false police and/or fire and/or emergency medical services (EMS) alarms from privately owned, commercially owned, leased or contracted alarm systems. Such false alarms initiate police, EMS and/or fire personnel and apparatus responses which result in unnecessary expenses to the village, increase the risk of damage to property or injury to persons and dilute the level of police and fire protection available to other areas of the village.

### **§ 91-2. Definitions.**

As used in this chapter the following words will have the meanings indicated:

ALARM PERMIT -- A permit which must be applied for by any person having control over any property within the Village of Elm Grove at which there is installed any alarm system. A new permit must be applied for whenever such system is upgraded or modified in any way with respect to its operation.

ALARM SYSTEM -- An intrusion, fire, burglar, robbery or medical emergency alarm system that is designed or utilized to summon a single or combined response by the Elm Grove emergency medical services, Police or Fire Department.

APPLICANT -- Any party having an interest in or property at the premises where an alarm system is installed and who submits the data required by § 91-3 for an alarm permit.

DEPARTMENT -- One or all of the following: Fire or Police Department or emergency medical services of the Village of Elm Grove.

FALSE ALARM -- A signal from an alarm system resulting in a response by one or more of the Elm Grove Police or Fire Department or emergency medical services when an emergency situation does not exist, regardless of the manner in which the village is alerted to respond.

§ 91-5. False alarms; violations and penalties.

A. Fire. Each false alarm that results in the emergency dispatch of any Fire Department personnel shall be subject to a forfeiture of between \$50 and \$1,000 for each violation beginning with the third violation within any twelve-month period.

B. Police. Each false alarm that results in the emergency dispatch of any Elm Grove Police Department personnel to any location shall be subject to a forfeiture of \$50 to \$1,000 beginning with the third violation within any twelve-month period.

C. Emergency medical services. Each false alarm that results in the emergency dispatch of any emergency medical services personnel to the Fire Department shall be subject to a forfeiture between \$50 and \$1,000 beginning with the third violation within any twelve-month period.

D. Violators of this chapter shall be subject to multiple prosecution under Subsections A, B and C in the event of the emergency dispatch of personnel from the applicable departments arising out of the same incident.

E. Installation of an alarm system without obtaining a permit shall be punishable by a fine of not less than \$25 nor more than \$200 for each offense. A separate offense shall be deemed committed each six-month period which elapses without the procurement of a permit.

F. This section shall not be applicable to any publicly owned structure within the village.