

VILLAGE OF ELM GROVE BUILDING BOARD SUBMITTAL CHECKLIST

FENCES

Required for all fences and structures in the nature of a fence (brick or stone wall, etc.).

The following items **must be received at Village Hall by 4:30 PM, at least ten (10) business days prior** to the desired Building Board meeting. The Village will no longer schedule an item for Building Board unless all items are received by this deadline. Please see the *Building Board General Information Handout* for a list of meeting dates and Village contacts. Applicants are encouraged to meet with Village staff prior to submitting materials to clarify requirements and procedures.

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 fourteen (14) copies of fence plan/picture on 8.5" X 11" or 8.5" X 14" paper.

2. Parcel Survey

- Location and dimensions of fence.
- Distance to **all** lot lines.
- Location of neighboring structures.
- Submit fourteen (14) copies of this survey on 8.5" X 11" or 8.5" X 14" paper.

3. Landscaping Plan

- Existing and proposed landscaping with species list, number, and size.
- Submit fourteen (14) copies of this plan on 8.5" X 11" or 8.5" X 14" paper.

4. Signed Building Permit Application

5. Signed Building Permit Addendum

6. Building Permit Fee Worksheet

Fence Requirements Summary

The following is a summary of fence requirements. Please see Elm Grove Code of Ordinances §335-88 for a complete listing of requirements.

- Sufficient landscaping must be used in conjunction with a fence.
- Fences located **OUTSIDE** of the **REQUIRED SETBACK AREA** (generally 50 feet street, 20 feet side, and 25 feet rear, except for Indian Hills Subdivision and properties neighboring properties with greater setbacks) shall not exceed six and one-half (6.5) feet in height. Fences shall be measured from the ground on the outside of the fence.
- Fences located **WITHIN** the **REQUIRED SETBACK AREA** (generally 50 feet street, 20 feet side, and 25 feet rear, except for Indian Hills Subdivision and properties neighboring properties with greater setbacks) shall not exceed four (4) feet in height. Fences shall be measured from the ground on the outside of the fence.
- All fences must have at least **50%** of their surface area **open** for free passage of light and air, except for brick and stone walls as approved by the Building Board.
- Decorative fences are those fences that enhance the aesthetic features of the property and do not exceed forty feet (40') in linear length. Decorative fences are reviewed by Village staff and, generally speaking, do not require Building Board review.
- Fences may not be constructed of chain-link, barbed wire, or any wire-like material.
- All metal fences, enclosures, or railings near or adjacent to swimming pools, which might become electrically alive as a result of broken overhead conductors or from other causes, must be effectively grounded.
- All fences require a permit and Building Board (except decorative fences) approval **BEFORE** installation can begin.
- No fence shall project forward of the rear line of the principal building, except for decorative fences.

Notice: Permit fees doubled for work started without a permit.

Revised: March 2009

**VILLAGE OF ELM GROVE
APPLICATION PERMIT FEE WORKSHEET
FENCES**

Property Address _____

Property Owner _____

Project Manager Name _____

Project Manager Phone _____

The following is due to the Village of Elm Grove **upon submission** of materials.

A) Building Board Submission Fee _____ \$25.00 _____

B) Fence Permit (\$55) _____ \$55.00 _____

Total due at submission (add Lines **A** and **B**) _____ \$80.00 _____

Additional Permit Fees will be due upon issuance of permit by the Building Inspector.
These fees may include, but are not limited to:

- Erosion control (Over 300 sq ft - \$192.50, Under 300 sq ft – \$110.00)
- Code of Conduct sign (\$40)
- Penalty for starting work without permit (double permit fee)