

Ethan Sowl

From: noreply@civicplus.com
Sent: Sunday, December 7, 2025 5:15 PM
To: Village Hall; Ethan Sowl
Subject: Online Form Submittal: Short-Term Rentals

Short-Term Rentals

Short-Term Rental Property Permit Application

The operation of Short-Term Rentals for properties in the Village of Elm Grove requires the submittal and approval of a Short-Term Rental Permit (STRP) application. The STRP can only be granted following review and approval of a Conditional Use Permit (CUP) by the Plan Commission and Board of Trustees.

Any person engaged in the leasing and maintaining of a STR in the Village without a STRP and CUP will be considered in violation of the Village Code of Ordinances and will be subject to penalties.

Please review the [ordinance requirements for STR's](#) prior to submitting the below application.

First Name of Property Owner	Kala
Last Name	Zornow
Phone Number	[REDACTED]
Email	[REDACTED]
Address of Rental Property	545 Elm Grove Rd
Address Line 2	#2
City	Elm Grove
State	WI
Zip	53122
Address of Property Owner (If not the same as rental property)	317 Sand Dr
Address Line 2	<i>Field not completed.</i>

City	West Bend
State	WI
Zip	53095
Upload Valid Property and Liability Insurance	
Upload Proof of Approval from Property Owner if Applicant is the Local Representative	
Upload Current Floor Plan for Short-Term Rental	The Groves Condo Plot.pdf
Is a Knox Box installed on the Property?	No
Number of Dwelling Units/Areas Available for Individual Rentals	1
24-Hour Contact Name	Kala Zornow
24-Hour Contact Phone Number	262-707-4156
Upload of Wisconsin License for a Tourist Rooming House	6.2025 Waukesha County Permit (1).pdf
Upload Completed State Lodging Establishment Inspection Form	THE GROVES - PrintInspection 1733250654292.pdf

Fees/Payment

- The following is due at the time of an application for a STR:

Conditional Use Permit Fee: \$200

Use the following link to pay via credit card:

<https://app.heygov.com/elmgrovetwi.org/quick-pay>

Or submit fee to the Village Clerks office via check. Please make payable to The Village of Elm Grove.

After Approval of the STRP and CUP

It is the responsibility of the owner of the STR to adhere to all Village Code of Ordinance regulations. Specifically, the owner must inform the Village Clerk at least

24 hours before the first rental within a 365-day period begins. Additionally, notice must be provided to the Village Clerk with an intent to renew the STRP, including any relevant updated documentation, by the conclusion of the 365-day permit period.

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