

VILLAGE OF ELM GROVE SUBMITTAL CHECKLIST



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.

The following items must be submitted to the Zoning & Planning Department at Village Hall. Applicants are encouraged to meet with Village staff prior to submitting materials to clarify requirements and procedures. **Please allow up to five (5) business days for staff to review the fence submittal.** 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.** 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

Revised: April 2022

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5. Signed Building Permit - Submit 1 Copy

6. Signed Building Permit Addendum - Submit 1 Copy

VILLAGE OF ELM GROVE BUILDING PERMIT FEE WORKSHEET FENCE

Property Address: _____

Property Owner: _____

Project Manager Name: _____

Project Manager Phone: _____

Project Manager Email: _____

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

A) Building Board Review Fee (If needed)	\$50.00
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***Fence Permit fee of \$70.00 will be due upon issuance of permit**

To be completed by Village Staff

Date of Submittal: _____

Approval Authorized by: _____

Stamp of Approval:

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