



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

**ACCESSORY STRUCTURE
(Sheds, Gazebos, Pergolas, etc.)**

The following items must be received at Village Hall by 4:30 PM, at least fourteen (14) days prior to the desired Building Board meeting. The Village will not schedule an item for Building Board unless all items are received by this deadline.

Please note, 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 or make decisions related to an agenda item, Board action may be deferred until the next regularly scheduled meeting.

1. Structure Plan

- Scaled elevations from all sides, noting all exterior materials, lighting, and colors (material and color samples must be brought to the meeting as well)
- Accessory structures shall not exceed 10 feet in height and 150 square feet in area for any parcel less than 1/2 acre. The structure may be increased 37.5 square feet for each additional 0.25 acre (maximum 500 square feet may be added). This does not include yard maintenance buildings (sheds).
- Yard maintenance buildings (sheds) shall not exceed 10 feet in height and 150 square feet in area.
- Yard maintenance buildings shall be Yard Maintenance Buildings must be placed on a concrete slab foundation that is constructed in accordance with §106-04C(2)(a).
- Yard maintenance buildings shall be constructed of materials and of colors aesthetically consistent with those of the principal structure. Using plastic or metal sheets as an exterior is not permitted. They are encouraged to be located adjacent to the principal structure or garage. They are encouraged to have windows and other architectural features.
- Roofed wood storage structures shall not exceed 4 feet in height, 36 inches in width, and 8 feet in length. The roof shall have a roof consistent with that of the principal structure.
- No property may have more than one permanently affixed accessory structure.
- Any structure affixed to the principal structure shall be treated as an addition. Please refer to the addition checklist.
- 14 hard copies on 11' x 18', 1 copy no smaller than 1/8" = 1'

2. Parcel Survey or Site Plan

- If you do not have a plat of survey, you can illustrate the following on a printed site plan using the [Waukesha County GIS](#) platform.
- Location and dimensions of structure.
- Distance to all lot lines.
- Location of neighboring structures.
- Location and distance of well(s)
- Parcel area.
- Total building footprint area prior to- and after the structure is complete (generally, 20% maximum allowed).
- Total impervious surface area prior to- and after the structure is complete (generally, 30% maximum allowed).
- 14 hard copies on 11' x 18', 1 copy no smaller than 1/8" = 1'

3. Landscape Plan

- Existing and proposed landscaping with species list, number, and size.
- Trees and shrubs should be used to screen Yard Maintenance Buildings from surrounding rights-of-way.
- Bushes, trees and shrubs may be required, if deemed necessary by the Building Board, to enhance the appearance of or to adequately screen such structures.
- 14 hard copies on 11' x 18', 1 copy no smaller than 1/8" = 1'

4. Letter of Approval from Neighbor(s) – 1 copy.

- Only if structure will be in setback area
- If you desire to locate a structure within a required setback area, you must submit signed letters of approval from all neighboring property owners to which the structure will be visible at any point in the year (think winter when vegetation sheds their canopy).
- This requirement includes properties across the street where the structure will be visible from at any point in the year.
- It is recommended that the property owner prepare a singular letter describing the proposed structure, including a copy of the site and construction plan, with signature lines for each neighbor at the bottom.

5. Building Board Worksheet – 1 Copy.

6. Building Permit Application –1 Copy.

7. Building Permit Addendum –1 Copy.

8. Building Board Submission Fee – \$50.00 to be paid at the time of submission.

9. Digital copy of all documents – Email to Zoning & Planning Administrator.

10. Sample of all materials and colors – To be brought to Building Board Meeting.

Notes:

- It is the Village's opinion that yard maintenance buildings located on or near property lines detract from the overall ambience that makes Elm Grove unique. It is the Village's strong preference that, if residents feel that a yard maintenance building is necessary, the yard maintenance building be designed to match and be located next to the principal structure or garage.
- A structure with a solid roof or open roof that is attached to the principal structure located on a property shall be treated as a building addition and shall comply with the setback, maximum impervious area, and other yard requirements in the district in which they are located.