



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

**ADDITION  
(Required for all permits where an existing  
building is extended beyond its current footprint,  
including decks)**

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**The following items must be received at Village Hall by 4:30 PM, at least twenty-one (21) 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.

Also, please note that Village staff may require a grading plan/surface water drainage review by the Village Engineer, specifically for large projects or for lots with significant changes in grade/known drainage issues. The Village will utilize their consultant engineer, Ruekert & Mielke, to perform the duties of Village Engineer and review the materials. All costs associated with the engineer's review will be billed to the contractor/property owner.

**1. Building Plans**

- Scaled elevations from all sides, noting all exterior materials, lighting, and colors (material and color samples must be brought to the meeting as well).
- Interior floor plans for impacted areas.
- 14 hard copies on 11' x 18', 1 copy no smaller than 1/8" = 1'

**2. Parcel Survey**

- Stamped parcel survey with proposed addition required; site plans are not adequate.
- Location and dimensions of structure, highlighting the addition.
- Distance to all lot lines (50 feet street yard, 25 feet rear, 20 feet side yard).
- Grade of existing home and proposed addition (only if addition grade differs significantly).
- Location of neighboring structures.
- Location and distance of current and/or proposed well(s) to adjacent structures and lot lines.
- Location of construction erosion control (silt fencing).
- Parcel area.

- Total building footprint area prior to addition and after addition is complete (generally, 20% maximum allowed).
- Total impervious surface area prior to addition and after addition is complete (generally, 30% maximum allowed).
- 14 hard copies on 11' x 18', 1 copy no smaller than 1/8" = 1'

### **3. Grading/Surface Water Drainage Plan**

- Only required if requested by Village Staff or the Building Board
- Plan shall illustrate how additional runoff caused by the addition will be accommodated so as not to adversely impact neighboring properties. This plan must be reviewed and approved by Ruekert & Mielke, the Village's consultant Engineer. All review costs will be billed back to the contractor/property owner by the Village.
- Location of sump pump and new downspout discharge points must be indicated on the plan.
- 14 hard copies on 11' x 18', 1 copy no smaller than 1/8" = 1'

### **4. Landscaping Plan**

- Existing and proposed landscaping with species list, number, and size.
- 14 hard copies on 11' x 18', 1 copy no smaller than 1/8" = 1'

### **5. Building Board Worksheet – 1 Copy.**

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

### **7. Building Permit Application –1 Copy.**

### **8. Building Permit Addendum – 1 Copy.**

### **9. Driveway Permit Application (required only if location of driveway changes) –1 Copy.**

### **10. Right of Way Disturbance Application (required only if right-of-way is being disturbed) –1 Copy.**

### **11. Sewer Lateral Disturbance & Abandonment Requirements form (required only if altered) –1 Copy .**

### **12. Digital copy of all documents – Email to Zoning & Planning Administrator.**

### **13. Sample of all proposed materials and colors – to be brought to Building Board meeting.**