



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

FENCES

(See separate checklist for decorative fences)

The following items must be submitted to the Zoning and Planning Department at Village Hall. Please submit decorative fence materials fourteen (14) days in advance of the desired Building Board meeting. Variance requests must be submitted twenty-eight (28) days in advance of 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, if a Building Board meeting is necessary, 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. Fence Style

- A visual representation of the fence must be provided (a picture from the fence brochure is acceptable). Dimensions, materials, and colors must be clearly indicated on the fence plan/cut sheet.
- Fences must have more than 50% of their surface area open for free passage of light and air (i.e. for a given width of fence material, an equal or greater amount of open space must be provided).
- Fences cannot exceed 4 feet in height (from the average existing grade beginning at its lowest level at ground level on the outside of the fence).
- Fences must be constructed of wood, wood-simulated natural appearing materials, wrought iron or other metal materials generally employed to achieve an aesthetically consistent appearance (no barbed-wire, chain link, or other wire-type material).
- Structural support components shall be placed on the interior side of the fence.
- 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 fence location on a printed site plan using the [Waukesha County GIS](#) platform. The plan must include the location and dimensions of fence.
- Fences shall not project forward of the rear line of the home. In the event that there is more than one rear line present, the line closest to the front shall be considered the rear line.
- 14 hard copies on 11' x 18', 1 copy no smaller than 1/8" = 1'

3. Landscape Plan - Only if new landscaping is being proposed.

4. **Letter Requesting a Variance** - Only required if seeking a fence variance.
 - The letter should demonstrate an argument, utilizing the [Findings of Fact](#) document, as to why the Board should grant a fence variance.
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.