



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

**RETAINING WALLS  
(Required for retaining walls and like  
structures – monuments, columns, etc.)**

The following items must be submitted to the Zoning & Planning Administrator at Village Hall. Please allow up to five (5) business days for staff to review the retaining wall submittal. Depending on the nature of the submittal, Building Board review may also be required. If this is the case, 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.

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.

Retaining walls are used for gardening, screening, stabilizing, ornamental, drainage, decorative or landmark purpose. Included in this definition are monuments, columns and other similar property entrance features. No person shall construct, install, enlarge, reconstruct, or replace any retaining wall or like structure unless a permit has been obtained in accordance with the following:

	<u>Permit Required</u>	<u>Building Board Review Required</u>
≤30" in height and ≥5' from property line	NO	NO
>30" in height	YES	NO
>4' in height	YES	YES
<1' from property line	YES	YES

**1. Structure Plan**

- Elevation of wall/structure noting dimensions, materials, and colors. A picture from a brochure is acceptable as long as all details are clearly indicated.
- Retaining walls over 4' in height (vertically exposed surface) require detailed plans designed by a civil engineer licensed in the State of Wisconsin. The plans should be stamped.
- It is highly encouraged that material samples are brought to a Building Board meeting (if required)
- 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 wall/structure.

- Retaining walls cannot be located in a drainage way, swale, or easement.
- If part of an addition/pool/outdoor patio/etc. project, the total impervious surface area prior to addition and after addition is complete should be called out on the survey (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 if required by Village Staff or the Building Board)**

- 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 wall/structure.
- Retaining walls cannot be located in a drainage way, swale, or easement.
- If part of an addition/pool/outdoor patio/etc. project, the total impervious surface area prior to addition and after addition is complete should be called out on the survey (generally, 30% maximum allowed).
- 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 – Submit 1 Copy**

**6. Building Permit Application – Submit 1 Copy**

**7. Building Permit Addendum – Submit 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 proposed materials and colors – to be brought to Building Board meeting.**