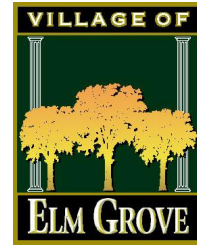


**VILLAGE OF ELM GROVE  
BUILDING BOARD  
SUBMITTAL CHECKLIST**



**FENCES**

*Required for all fences and structures in the nature of a fence (brick or stone wall, etc.)*

---

**The following items must be received at Village Hall by 4:30 PM, at least ten (10) business days prior to the desired Building Board meeting.** The Village will no longer schedule an item for Building Board unless all items are received by this deadline. Please see the *Building Board General Information Handout* for a list of meeting dates and Village contacts. Applicants are encouraged to meet with Village staff prior to submitting materials to clarify requirements and procedures.

**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 fourteen (14) copies** of fence plan/picture on standard, legal or ledger paper.

**2. Parcel Survey**

- Location and dimensions of fence.
- Distance to **all** lot lines.
- Location of neighboring structures.
- **Submit fourteen (14) copies** of this survey on standard, legal or ledger paper.

**3. Landscaping Plan**

- Existing and proposed landscaping with species list, number, and size.
- **Submit fourteen (14) copies** of this plan on standard, legal or ledger paper.

**4. Building Permit Fee Worksheet - Submit 1 Copy**

**5. Signed Building Permit - Submit 1 Copy**

**6. Signed Building Permit Addendum - Submit 1 Copy**

**7. Digital copies of plans, parcel survey & landscaping plan via email, USB flash drive or disk (optional)**

---

*Fence Requirements Summary*

The following is a summary of fence requirements. Please see Elm Grove Code of Ordinances §335-88 for a complete listing of requirements.

- Sufficient landscaping must be used in conjunction with a fence.
- Fences located **OUTSIDE** of the **REQUIRED SETBACK AREA** (generally 50 feet street, 20 feet side, and 25 feet rear, except for Indian Hills Subdivision and properties neighboring properties with greater setbacks) shall not exceed six and one-half (6.5) feet in height. Fences shall be measured from the ground on the outside of the fence.
- Fences located **WITHIN** the **REQUIRED SETBACK AREA** (generally 50 feet street, 20 feet side, and 25 feet rear, except for Indian Hills Subdivision and properties neighboring properties with greater setbacks) shall not exceed four (4) feet in height. Fences shall be measured from the ground on the outside of the fence.
- All fences must have at least **50%** of their surface area **open** for free passage of light and air, except for brick and stone walls as approved by the Building Board.
- Decorative fences are those fences that enhance the aesthetic features of the property and do not exceed forty feet (40') in linear length. Decorative fences are reviewed by Village staff and, generally speaking, do not require Building Board review.
- Fences may not be constructed of chain-link, barbed wire, or any wire-like material.
- All metal fences, enclosures, or railings near or adjacent to swimming pools, which might become electrically alive as a result of broken overhead conductors or from other causes, must be effectively grounded.
- All fences require a permit and Building Board approval (except decorative fences) **BEFORE** installation can begin.
- No fence shall project forward of the rear line of the principal building, except for decorative fences.

**VILLAGE OF ELM GROVE  
BUILDING PERMIT FEE WORKSHEET  
FENCES**

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.

<b>A) Building Board Review Fee</b>	<b>\$30.00</b>
<b>B) Fence Permit</b>	<b>\$66.00</b>
<b>Total due at submission (add Lines A and B)</b>	<b>\$96.00</b>



Additional Permit Fees will be due upon issuance of permit by the Building Inspector. These fees may include, but are not limited to:

<u>Fee Type</u>	<u>Fee Amount</u>
• Erosion control	Over 300 sq ft- \$192.50, Under 300 sq ft- \$110.00
• Penalty for starting work without permit	Double permit fee
• Failure to Call for Inspection	\$55.00
• Permit Renewal	50% of the permit fee

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