Along with a letter from the applicant requesting a demolition permit, the following items must be submitted by 4:30 PM at least twenty 20 BUSINESS days prior to the Plan Commission meeting. Applicants must submit 13 copies (separated into individual packets) to the Zoning and Planning Administrator. These packets are distributed to the Plan Commissioners in advance of the meeting. Large plan copies should be reduced to standard, legal, or ledger paper. Submission of the minimum requirements does not constitute a complete application or Plan Commission approval, but a list of the minimum submission requirements for demolition permit requests. Applicants are encouraged to meet with Village staff prior to submitting materials to clarify requirements and procedures. Applicants should review the applicable Village code regulations located at www.elmgrovewi.org, located in Chapter 106, Article II Demolition Permits and Chapter 325 Water Control in addition to reviewing the items below prior to submitting an application.

MINIMUM DEMOLITION PERMIT SUBMITTAL REQUIREMENTS

1. Description of the Land and Use
   - Identify the subject property with the building to be razed.
   - Indicate the use or occupancy of all parts of the building.

2. Existing Building Plans and Specifications
   - Floor plans of existing buildings
   - Elevation drawings of existing buildings
   - Certified Survey Map (CSM) identifying:
     - All existing buildings
     - Tree Inventory identifying:
       - Trees more than 12" in diameter at chest height on the property
       - Trees more than 6" in diameter on Village right-of-way
       - Trees that will be removed and trees that will remain

3. Building Plans and Specifications - If proposed
   - CSM with proposed buildings identifying:
     - Proposed ground grade(s)
     - Proposed grade of all structures including the first floor front door location and grades at the intersection of all exterior walls
     - Setbacks of buildings or structures to be constructed
     - Setbacks of any buildings or structures on adjoining properties
     - Trees more than 12" in diameter at chest height on the property
   - Floor plans and elevations of all new buildings
   - General plan for landscaping

4. Principles
   - Provide written documentation that addresses the principles located in §106-15 and as identified below:
     A. Whether, in cases where demolition is for the purpose of facilitating new construction, due and fair consideration has been given to the feasibility of preserving and continuing the use of the existing building.
     B. Whether the end result of the applicant's project including demolition and new construction, if any, will devalue adjoining properties by unreasonably altering the character of the neighborhood.
     C. Whether the end result of the applicant's project including demolition and new construction, if any, will be detrimental to the public interest.
     D. Whether the existing building is in such deteriorated condition that is not structurally or economically feasible to preserve or restore it.

5. Sewer Lateral Disturbance and Abandonment Form

6. Public Way Disturbance Permit
7. Existing Road Conditions
   o At a minimum, 12 photos of paved roadways abutting the subject property and extending 200 feet beyond the boundaries of the property indicating pre-demolition road conditions
   o Pictures should include all existing defects or damage to the pavement

8. Dust and Airborne Particulate Plan
   o A written plan identifying a source of water, spraying equipment, schedule, and any other measures to be taken to control airborne particles

9. Site Erosion Control Plan—please reference Chapter 325 Article I
   o Detailed plan to include storm water runoff management and soil erosion control as required by Chapter 325, Article I of the Village code and §325-8A
   o If the land disturbance activity is less than one acre the applicant must provide, at a minimum, an erosion control plan statement (with map) briefly describing the site and erosion controls (including the site development schedule) that will be used to meet the requirements of this §325 Article I.
   o If the land disturbance activity is greater than one acre, the applicant must comply with the provision as outlined in §325 Article I

10. Site Restoration Plan
   o Plan, including without limitation, back filling, grading, seeding, landscaping, fencing, and runoff water, etc.
   o Work plan for completing the demolition within 60 days (if applying without proposing construction) or until a new structure has commenced.

11. Names and Addresses of Neighboring Property Owners
   o Applicants must provide names and address of property owners within 300 feet of any boundary of the parcel that is the subject of any demolition permit.
   o Notification shall be given to the owners of any property within 300 feet despite any intervening public or private road.

12. Completed and Signed Building Permit Application Form

13. Completed and Signed Demolition Permit Addendum

14. Permit Fee of $82.50 at the time of application

15. $2,000 Public Way Disturbance Bond

16. $10,000 Letter of Credit or Cash Deposit at time of application
   o If the permit authorized only demolition work and no construction work is scheduled to take place within 30 days after completion of demolition, the Village will return the letter of credit or cash deposit within 30 days after final inspection, restoration of the subject property, and final approval.
   o If the permit authorizes work in addition to demolition work, then the Village shall return the letter of credit within 30 days after issuance of a final certificate of occupancy.
   o The letter of credit or cash deposit assures timely compliance with the prosecution of work and repair for damages due to demolition. If the Village draws upon the letter of credit to the full amount required the applicant must replenish the amount of the letter of credit in full upon receiving notice.

Questions? Please contact:
Zoning & Planning Administrator, M-F 8:00 am – 4:30 pm, 262-782-6700

Building Inspector (SafeBuilt), M-W-F Noon - 2:00 pm, 262-782-6700

Director of Public Works, M-F 8:00 am - 4:00 pm, 262-782-6700

Revised: June 2016
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DEMOLITION PERMIT ADDENDUM

The following forms AND signatures must be submitted with a Demolition Permit Request.

Permits Forms for Demolition Projects

Permit forms can be obtained at the Village Hall front desk. Applicants are required to pull permits for the following activities:

1. Demolition Permit – Utilize the standard Building Permit application. Check the category identifying “Razing”. This permit is required to be submitted with the request to the Plan Commission.

2. Well Capping/Abandonment – Utilize the Plumbing Permit application and submit directly to the Building Inspector.

Please complete the Permit Forms to the best of your ability. To ensure proper processing double check each permit for inserting:

- The property owners name, address, project location and current telephone number.
- The contractor(s) name, address, license number and current telephone number.
- List the estimated project cost.
- Sign and date the Permit Forms
Property Access Statement

I understand that every permit authorizing demolition of a dwelling issued by the Plan Commission shall be conditioned upon the agreement of the owner of the subject property that if any work pursuant to a permit authorizing demolition of a dwelling is undertaken in violation of any provision of the Village code, then the Village will have the right at all times, but not the obligation, to enter onto the subject property and to cause any and all work to be done and action to be taken to cure such violation.

I acknowledge that these individuals will not notify me prior to entering my property.

I acknowledge that the owner of the subject property shall be jointly and severally responsible for all costs and expenses incurred by the Village, and that the Village has the right to draw upon the letter of credit submitted as a requirement of demolition.

Owner Signature: ________________________________________

Waiver for Special Contract Fees

In accordance with Elm Grove Code of Ordinance §30-3, any special professional services required to process your application or finalize your project will be billed to you in accordance with all applicable provisions of §30-3 and will be subject to all appeal rights as stated in §30-3. These services include, but are not limited, work of the Village Attorney and Village Engineer.

I have read, understand, and do hereby acknowledge the provisions of Elm Grove Code of Ordinance §30-3.

Owner Signature__________________________________________

Print Name_______________________________________________

Date ______________________________________________________

Property Address (current mailing address):

__________________________________________________________
Demolition/Construction Code of Conduct

All applicants will be charged $40.00 for the sign when receiving the demolition permit.

The Village of Elm Grove requires all construction personnel to follow all rules and regulations. Violations may result in stop of work, fines of $100 - $1,000 a day for each offense, and/or a revoked permit per Chapter I, Article II. All references to the Village code of ordinance can be viewed at www.elmgrovewi.org.

Construction Hours (§ 208-4):

7:30 a.m. to 8:00 p.m. Monday through Friday
9:00 a.m. to 4:00 p.m. Saturdays
No work on Sundays or Federal Holidays in which the Village Hall is closed.
Delivery of construction materials or services to residentially zoned sites - 7:30 a.m. to 6:00 p.m. Monday through Saturday

Electric Generators (§ 208-4):

Gasoline, natural gas, propone or diesel fueled portable electric generators to power construction, excavation or demolition equipment are prohibited.

Keep Elm Grove Clean:

Keep streets free of mud and debris (§208-3).
Do not litter – use trash receptacles (§208-3).
Maintain erosion control measures in place throughout the construction and demolition (§106-17 D 3).
Follow stormwater management procedures (§325-30).
Control dust with onsite water supply (§106-17 D 5).

Obey Traffic Rules:

Keep streets open for use. (§ 275-4)
Do not disturb culvert grading or neighboring landscaping (§106-17 D 6).
Damages to the road are the responsibility of the property owner (§106-17 D 6).

Name of construction foreperson: ________________________________

Telephone number of construction foreperson: __________________________
Code of Ordinance Section Related to Special Contract Fees

§ 30-3. Special charge for Village professionals contract fees

(1) a. Whenever the offices of the Village Attorney, Village Engineer or any other of the Village’s contract professional staff are contacted for current services regarding a specific person’s property, development or other special matter in the Village of Elm Grove by:

1. The Village President, Village Board member, Village Board Committee member, or Village Commission member or any representative, agent or designee of the same; or

2. A property owner or any person or entity or a respective representative, if said contact results in a charge to the Village of Elm Grove for that professional’s time and services and said service is not a service provided to the Village of Elm Grove as a whole; then the Village Manager shall be authorized to charge said person or entity for the current service provided and/or pursuant to the provision of Section 66.0627, Wis. Stats., to impose a special charge for that current service to the benefited property owner for the fees incurred by the Village.

b. This ordinance shall be enforced on the basis of the policy as established by the Village upon a recommendation of the Village Board Finance and Licensing Committee, by resolution enacted by the Village Board and revised from time to time that shall include schedules for cash deposits and other means of securing payment to the Village.

(2) The Village Manager is authorized to invoice each person or entity for special charges, allowing a period of time not more than thirty (30) days to pay for provided current services. The invoice shall include an itemized statement of the professional service fees provided.

(3) The Village Clerk shall give each property owner, invoiced for current services, notice that a hearing may be requested before the Village Board Finance and Licensing Committee regarding the charge against the property. If a hearing is timely requested in writing within twenty (20) calendar days of the mailing of the invoice for current services, the matter shall be heard in accordance with the provisions of this Section 30-3 on the issue of the cost of professional fees incurred to benefit a specific land owner.

(4) If any amount remains unpaid after the thirty (30) days allowed for payment where no hearing has been timely requested, the Village Clerk shall automatically charge that delinquent amount, plus any applicable penalty and/or interest against the current or next tax roll as a delinquent tax against the property pursuant to Wis. Stats. § 66.0627. In the event the invoice rendered to a property owner or the time allowing for payment precludes placement on the current year’s tax roll, any such delinquent charge shall be extended to the following year’s tax roll.

(5) Upon receipt of a timely request for a hearing on the invoice for special charges, the Village Board Finance and Licensing Committee shall hold a hearing regarding same at its next regular meeting or, at its discretion, at a special meeting. Such hearing shall be preceded by posted public notice and written notice to the property owner.

(6) When a timely hearing has been requested, no current charges for special services shall be placed on the tax roll until a hearing has been held and a decision has been rendered and reduced to writing. A copy shall be sent via first class mail, postage prepaid, to the property owner. Only that part of the charges for special services approved by the Village Board Finance and Licensing Committee may be placed on the tax roll after the property owner has been given thirty (30) days to pay from the date of the Village Board Finance and Licensing Committee decision.

The Village, in addition or instead of the above, may follow any other legal means to collect the amounts due.
Code of Ordinance Sections Related to Code of Conduct

§ 106-3 H. Building Permit

Code of conduct signs required. No person shall be issued a building permit for the demolition, construction, and/or modification of the exterior of any structure within the Village unless such person has first purchased a demolition and construction code of conduct sign from the Zoning Administrator as required under the provisions of § 335-42E(3). The fee for code of conduct signs shall be approved by resolution from time to time as established by the Village Board. Failure to obtain and/or display said sign throughout the course of demolition, modification, and/or construction shall constitute a violation of this chapter and, in addition to all other applicable penalties, shall be grounds for the issuance of a stop-work order. [Added 4-22-2003]

§ 335-42. Restrictions, prohibitions and exemptions.

(3) Demolition and construction code of conduct signs required. [Added 4-22-2003EN]

(a) For purposes of this chapter, the term "code of conduct sign" shall mean the sign approved by the Village Board of Trustees and obtained from the Zoning Administrator to notify contractors, subcontractors, and materialmen of applicable provisions of this Code of Ordinances pertaining to operation and maintenance sites involving the demolition, construction, and/or remodeling of the exterior of any structure or building in the Village.

(b) All persons applying for demolition and/or building permits for the demolition, construction, or remodeling of the exterior of any structure or building within the Village shall purchase a code of conduct sign from the Zoning Administrator at the fee established from time to time by the Village Board of Trustees prior to issuance of any building permit.

(c) The code of conduct sign required under this subsection shall be posted in the ground no closer than seven feet to the roadway pavement edge and driveway, and no further than 15 feet from the roadway pavement edge and driveway, in such a manner as to be clearly visible from the driveway and roadway. The code of conduct shall be prominently displayed in this manner throughout the time any demolition and/or building permit is required to be displayed under this Code of Ordinances.

(d) The requirement for purchase and posting of a code of conduct sign may be waived by the Zoning Administrator in writing based on the Zoning Administrator finding that proposed construction or remodeling cannot reasonably be anticipated to cause a disturbance to occupants of neighboring residential property or obstruct, damage, or cause material to be deposited on Village streets.