

**Village of Elm Grove  
Demolition Permit Request  
Minimum Submittal Checklist**

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Along with a letter from the applicant requesting a demolition permit, the following items **must be submitted 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 8 ½ X 11 or 8 ½ X 14 or 11 X17.

*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 should review the applicable Village code regulations located at <http://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 SUBMITTAL REQUIREMENTS**

**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.

**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

**Propose 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
- General plan for landscaping
- Floor plans and elevations of all new buildings

**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.

### **Sewer Lateral Disturbance and Abandonment**

Please circle one option below and submit approved documentation to the Public Works Director.

- Complete replacement of existing lateral with PVC
- Lateral lining, free of defect
- Abandonment—terminating the lateral at main line with permanent seal

### **Existing Road Conditions**

- 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
- Pictures should include all existing defects or damage to the pavement

### **Dust and Airborne Particulate Plan**

- A written plan identifying a source of water, spraying equipment, schedule, and any other measures to be taken to control airborne particles

### **Site Erosion Control Plan—please reference Chapter 325 Article**

- Detailed plan to include storm water runoff management and soil erosion control as required by Chapter 325, Article 1 of the Village code and §325-8A
  - 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 1.
  - If the land disturbance activity is greater than one acre, the applicant must comply with the provision as outlined in §325 Article 1

### **Site Restoration Plan**

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

### **Names and Addresses of Neighboring Property Owners**

- 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.
- Notification shall be given to the owners of any property within 300 feet despite any intervening public or private road.

**Permit Fee of \$150 at time of application**

**\$10,000 Letter of Credit at time of application**

**Completed Building Permit Form**

**Completed Demolition Permit Addendum**

**Questions? Please contact:**

Ms. Jessi Balcom, Zoning and Planning Administrator, at Village Hall, M-F 8:00 a.m. – 4:30 p.m.  
262-782-6700

Building Inspector (Independent Inspections) at Village Hall, M-W-F noon-1:00 p.m.  
262-782-6700

Mr. Mike Flaherty, Director of Public Works, at the Village Hall, M-F 8:00 a.m.- 4:00 p.m., 262-782-6700