

**VILLAGE OF ELM GROVE
DECORATIVE FENCE SUBMITTAL CHECKLIST**

The following items must be submitted to the Zoning and Planning Department at Village Hall. Applicants are encouraged to meet with Village staff prior to submitting materials to clarify requirements and procedures. Please allow up to five (5) business days for staff to review the decorative fence submittal. Depending on the nature of the submittal, Building Board review may also be required. Questions regarding a decorative fence submittal may be directed to the Zoning and Planning Administrator at (262) 782-6700.

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 two (2) copies of fence plan/picture on 8.5" X 11" or 8.5" X 14" paper.

2. Parcel Survey

- Location and dimensions (including length) of fence.
- Distance to **all** lot lines.
- Location of neighboring structures.
- Submit two (2) copies of this survey on 8.5" X 11" or 8.5" X 14" paper.

3. Landscaping Plan

- Existing and proposed landscaping with species list, number, and size.
- Submit two (2) copies of this plan on 8.5" X 11" or 8.5" X 14" paper.

4. Signed Building Permit Application

Decorative Fence Requirements Summary

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

- Decorative fences are those fences that enhance the aesthetic features of the property and do not exceed forty feet (40') in linear length in the aggregate. Decorative fences are reviewed by Village staff and, generally speaking, do not require Building Board review.
- 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.
- Fences may not be constructed of chain-link, barbed wire, or any wire-like material.

Date of Submittal: _____

Approval Authorized by: _____

Notice: Permit fees doubled for work started without a permit.
Revised: March 2009

**Stamp of
Approval**

**VILLAGE OF ELM GROVE
APPLICATION PERMIT FEE WORKSHEET
DECORATIVE FENCES**

Property Address _____

Property Owner _____

Project Manager Name _____

Project Manager Phone _____

The following is due to the Village of Elm Grove **upon submission** of materials.

A) Decorative Fence Permit Fee _____ \$50.00 _____

B) Minimum Administrative Fee _____ \$5.00 _____

Total Due at Submission (add Lines A and B) _____ **\$55.00** _____

To be completed by Village Staff

Payment method: Cash

Check # _____

Amount \$ _____

Received by _____

Date _____

Copy of receipt attached?