

VILLAGE OF ELM GROVE BUILDING BOARD SUBMITTAL CHECKLIST

POOLS

Required for construction of all in-ground private swimming pools.

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. Parcel Survey/Pool Plan

- Pool dimensions, including volume of water in gallons.
- Location and dimensions of pool, including distance to **all** lot lines.
- Location of neighboring structures.
- Location and type of wastewater disposal system.
- Illustration of an unobstructed concrete areaway (at least three feet in width) around the entire pool.
- Impervious surface area (generally, 30% allowed) of home and proposed areas (pools are considered pervious).
- Well location.
- Submit fourteen (14) copies of this survey on 8.5" X 11" or 8.5" X 14" paper.

2. Fencing/Landscaping Plan

- See fence checklist.

3. Signed Building Permit Application

4. Signed Building Permit Addendum

5. Building Permit Fee Worksheet

Pool Requirements Summary

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

- New pool construction must be in-ground; no above ground pools are permitted.
- Must meet all applicable setback requirements (generally 50 ft. front yard, 20 ft. side yard and 25 ft. rear yard for residential homes, except in Indian Hills subdivision and properties neighboring properties with greater setbacks).
- Pools shall be completely fenced (prior to filling) by a fence or wall that complies with Village Code, is at least thirty-six (36) inches in height and constructed of materials approved by the Building Board. Access to the pool shall be controlled by a gate that shall be equipped with self-closing and self-latching devices at the top of the gate.
 - 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.
- No water shall be discharged from a pool onto any adjacent property.
- Heating units, pumps and filter equipment shall be at least twenty (20) feet from any property line and shall be adequately housed and muffled so that the equipment is inaudible at the property line.
- Must be at least fifteen (15) feet away from any electrical utility (the actual structure, not the easement).

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

Revised: March 2009

**VILLAGE OF ELM GROVE
APPLICATION PERMIT FEE WORKSHEET
POOLS**

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) Building Board Submission Fee _____ \$25.00 _____

B) Fence Permit _____ \$55.00 _____

C) Pool Permit _____ \$55.00 _____

Total due at submission (add **Lines A** and **B**) _____ \$135.00 _____

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

- Erosion control (Over 300 sq ft - \$192.50, Under 300 sq ft – \$110.00)
- Code of Conduct sign (\$40)
- Penalty for starting work without permit (double permit fee)