

# VILLAGE OF ELM GROVE RETAINING WALL SUBMITTAL CHECKLIST

*Required for retaining walls and like structures (monuments, columns, etc.).*

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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 retaining wall submittal. Due to the size of some projects, a longer period of review may be necessary. Depending on the nature of the submittal, Building Board review may also be required. Questions regarding the retaining wall submittal may be directed to the Zoning and Planning Administrator at (262) 782-6700.

## 1. Structure Plan/Picture

- Elevations of wall/structure noting dimensions, materials and colors.
- A picture from a retaining wall company brochure is acceptable, as long as the dimensions, materials, and colors are clearly indicated.
- Engineer approved plans (if required by the Building Board).
- Submit two (2) copies of wall plan/picture on 8.5" X 11", 8.5" X 14" or 11" X 17" paper.  
(14 copies if building board review required)

## 2. Parcel Survey

- Location and dimensions of wall/structure.
- Distance to **all** lot lines.
- Submit two (2) copies of this survey on 8.5" X 11" or 8.5" X 14" or 11" X 17" paper.  
(14 copies if building board review required)

## 3. Surface Water Drainage Plan (Required only if requested by Village Staff or the Building Board)

- Topographic map illustrating drainage flow conditions both before and after installation of the wall.
- Submit two (2) copies of this plan no smaller than 1/8" = 1'.  
(14 copies if building board review required)

## 4. Landscaping Plan (Required only if requested by Village Staff or the Building Board)

- 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" or 11" X 17" paper.  
(14 copies if building board review required)

## 5. Signed Building Permit Application

## 6. Signed Building Permit Addendum *(if required)*

## 7. Building Permit Fee Worksheet

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### Retaining Wall Requirements Summary

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

- Retaining walls or like structures are ones used for a gardening, screening, stabilizing, ornamental, drainage, decorative or landmark purposes. Included in this definition are monuments, columns and other similar property entrance features.
- Administrative and/or Building Board review of retaining walls and like structures is required in the event that a proposed wall or like structure is in excess of 30 inches in total height. Decorative walls not in excess of 30 inches and located **at least five feet** from any lot line and used around gardens, plantings, trees, patios or driveways and constructed of natural stone, decorative concrete block or brick DO NOT REQUIRE permitting from the Village. Village staff reserves the right to forward applications to the Building Board for their review and consideration.
- For retaining walls, "height" is defined as the vertically exposed surface area of the wall.
- All retaining walls and like structures over 30" in height require a permit from the Village **BEFORE** installation can begin. However, retaining walls or like structures over four feet (4') in height or located closer than one foot (1') to the property line also require formal Building Board approval.
- Village staff and/or the Building Board may request additional information deemed reasonable/necessary in order to ensure a competent review of the application.
- Walls/structures shall not be sited in a drainage way, drainage swale or drainage easement.

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

Revised: March 2009

**VILLAGE OF ELM GROVE  
APPLICATION PERMIT FEE WORKSHEET  
RETAINING WALLS**

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) Other Permit** \_\_\_\_\_ \$55.00 \_\_\_\_\_

**Total due at submission** (add **Lines A** and **B**) \_\_\_\_\_ \$80.00 \_\_\_\_\_

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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)