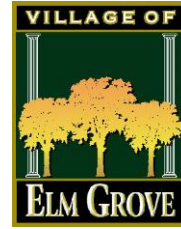


**VILLAGE OF ELM GROVE
BUILDING BOARD
SUBMITTAL CHECKLIST**



**POOLS
(Includes fence requirements)**

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. Pool Plan

- Illustration of the pool noting pool dimensions, including volume of water in gallons.
- Illustration of an unobstructed concrete areaway (at least three feet in width) around the entire pool.
- **Submit fourteen (14) copies** of pool plan on standard, legal or ledger paper.

2. Fence Plan

- Elevation drawings from both sides, noting fence 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 fourteen (14) copies** of fence plan/picture on standard, legal or ledger paper.

3. Parcel Survey (show both pool and fence location on survey)

- Location and dimensions of pool and fence including distance to **all** lot lines.
- Location of neighboring structures.
- Location and type of wastewater disposal system.
- Impervious surface area (generally, 30% maximum allowed) of home and proposed areas (pools are considered pervious).
- **Submit fourteen (14) copies** of this survey on standard, legal or ledger paper

4. Landscaping Plan (may be shown on parcel survey)

- Existing and proposed landscaping with species list, number, and size.
- **Submit fourteen (14) copies** of this plan on standard, legal or ledger paper.

4. Building Permit Fee Worksheet - Submit 1 Copy

5. Signed Building Permit Application - Submit 1 Copy

6. Signed Building Permit Addendum - Submit 1 Copy

7. Digital copy of plans, parcel survey & landscaping via email, USB flash drive or disk (optional)

8. Sample of materials and colors (to be brought to Building Board meeting)

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).
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Fence Requirements Summary

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

- Sufficient landscaping must be used in conjunction with a fence.
- 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.
- 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.
- All fences require a permit and Building Board approval **BEFORE** installation can begin.
- No fence shall project forward of the rear line of the principal building.

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

Property Address: _____

Property Owner: _____

Project Manager Name: _____

Project Manager Phone: _____

Project Manager Email: _____

The following is due upon submission of materials. Please make check payable to Village of Elm Grove.

Building Board Review Fee \$ 30.00

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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:

<u>Fee Type</u>	<u>Fee Amount</u>
• Erosion control	Over 300 sq ft - \$192.50, Under 300 sq ft – \$110.00
• Code of Conduct sign	\$40.00
• Electrical Permit	\$40.00 + \$0.05/sq ft + 10%, \$55.00 minimum
• Plumbing Permit	\$40.00 + \$0.05/sq ft + 10%, \$55.00 minimum
• Penalty for starting work without permit	Double permit fee
• Failure to Call for Inspection	\$55.00
• Permit Renewal	50% of the permit fee

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