



VILLAGE OF ELM GROVE ORDINANCE REQUIREMENTS DRIVEWAY WORK PERMIT

Application for driveway work must be submitted to the Dept. of Public Works for approval. The application is then forwarded to the Zoning Administrator for processing approval. **This form must be completed, approved by both departments and on file at the Elm Grove Village Hall before any work can begin.** Below are the requirements for driveways per § 335-34. Please review the requirements, complete the attached application, and submit to the Dept. of Public Works to begin the review process.

Ordinance Requirements for Driveways (§335-34)

- No person or entity may perform any driveway improvement except seal coating before completing and filing a driveway permit application.
- 1 & 2 family dwellings: driveways must be a minimum of 12 feet wide, and a minimum of 20 feet wide at the property line for all other uses (§ 335-32).
- Driveway openings at the street connection must be located at least three feet from all lot lines.
- Openings for ingress and egress cannot exceed 24 feet in width at the street right-of-way for residential properties and 35 feet in width at the street right of way for commercial properties (except for driveways of parking lots serving five or more vehicles which shall be located at least 25 feet from abutting residential lots pursuant to § 335-32A).
- All portions of driveways that connect to any part of the Village right-of-way must be constructed of bituminous asphalt to minimize potential damage to public and private property during snow operations and to facilitate maintenance and replacement of culverts.
- No driveway ramps are allowed in the gutter/culvert area unless approved by the Director of Public Works.
- Driveway culverts are installed and replaced at the discretion of the Director of Public Works and at the expense of the property owner.

Ordinance Requirements for Impervious Surface

The Village Code regulates maximum building footprint and impervious surface regulations in all of the zoning districts. Below please find the requirements for each respective district. All percentages must be calculated and listed on the application for a driveway permit.

Building footprint = total amount of area within a parcel covered by the principle and accessory structures.

Impervious surface = total amount of area within a parcel covered by the principal and accessory structures, driveway, loading area, sidewalk and all other surfaces covered with asphalt, concrete or other similar impervious surfaces.

Rs-1: building footprint 20%; impervious surface 30%

Rs-2: building footprint 20%; impervious surface 30%

Rs-3: building footprint 20%; impervious surface 30%

Rs-4: building footprint 25%; impervious surface 40%

Rm-1: building footprint 30%; impervious surface 65%

B-1: building footprint 60%; impervious surface 80%

B-2: building footprint 60%; impervious surface 80%

B-3: building footprint 60%; impervious surface 80%

M-1: building footprint 60%; impervious surface 80%

I-1: principle and accessory structures must not exceed 30% of the lot area

G-1: principle and accessory structures must not exceed 30% of the lot area



Driveway Work Permit

The Village of Elm Grove | 13600 Juneau Blvd. | (262)-782-6700

Date: _____

Property Owner Name: _____

Property Mailing Address: _____

Property Owner Phone: _____

Property Owner Email: _____

Project Address: _____

Contractor Name: _____

Contractor Address: _____

Contractor Phone: _____

Contractor Email: _____

A description of the general nature of the work to be done: _____

Impervious Surface Calculations for Entire Lot (Must be Completed by the Applicant)

| | | |
|--------------------------------------|--------------------------------|---------------------------------|
| A.) Driveway Area | Current: _____ sq. ft.* | Proposed: _____ sq. ft.* |
| B.) Building Footprint | Current: _____ sq. ft.* | Proposed: _____ sq. ft.* |
| C.) Other Impervious Surfaces | Current: _____ sq. ft.* | Proposed: _____ sq. ft.* |
| D.) Total | Current: _____ sq. ft.* | Proposed: _____ sq. ft.* |

***=Required**

Other Information (Completed by Village Staff)

Size of Culvert: _____

Lot Area: _____ sq. ft.

Length of Culvert: _____

Impervious Surfaces Percentage:

Material and Install Fee: _____

Current: _____% Proposed: _____%

Signature of Applicant: _____ Date: _____

Permission has been granted for driveway replacement and/or repair at the above listed address.

Approved by:

Director of Public Works: _____ Date: _____

Zoning & Planning Administrator: _____ Date: _____