



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

SPORT COURTS

The following items must be received at Village Hall by 4:30 PM, at least fourteen (14) days prior to the desired Building Board meeting. The Village will not schedule an item for Building Board unless all items are received by this deadline.

Please note, the applicant or a representative of the applicant must attend the Building Board meeting to present the plans and respond to questions from the Building Board. If no one is present to speak on behalf of or make decisions related to an agenda item, board action may be deferred until the next regularly scheduled meeting.

1. Structure Plan

- A plan for the court which includes cut sheets/detail on the proposed court material, color and lighting
- 14 hard copies on 11' x 18', 1 copy no smaller than 1/8" = 1'

2. Lighting Plan – Only if lighting is being proposed

- A lighting plan must be submitted in accordance with §335-65 Outdoor Lighting

3. Parcel Survey (All information listed below to be shown on the survey)

- If you do not have a plat of survey, you can illustrate the following on a printed site plan using the [Waukesha County GIS](#) platform.
- Location and dimensions of court.
- All courts must comply with setback requirements (50' street yard, 25' rear, 20' side yard).
- Retaining walls cannot be located in a drainage way, swale, or easement.
- Total impervious surface area prior to- and post-court installation should be called out on the survey/site plan (generally, 30% maximum allowed).

4. Fence Plan – only allowed for tennis courts

- All fences around tennis courts shall comply with Village fence requirements. View the fence submittal checklist for a list of requirements.
- Fences are not permitted around non-tennis sport courts.

5. Landscaping Plan (If proposed)

- Existing and proposed landscaping with species list, number, and size.
- 14 hard copies on 11' x 18', 1 copy no smaller than 1/8" = 1'

- 6. Building Board Worksheet – 1 Copy.**
- 7. Building Permit Application –1 Copy.**
- 8. Building Permit Addendum –1 Copy.**
- 9. Electrical Permit Application – 1 Copy.**
- 10. Building Board Submission Fee – \$50.00 to be paid at the time of submission.**
- 11. Digital copy of all documents – Email to Zoning & Planning Administrator.**
- 12. Sample of all materials and colors – To be brought to Building Board Meeting.**