



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

**POOLS**

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. Pool Plans**

- Illustration of the pool noting pool dimensions, including volume of water in gallons.
- Illustration of an unobstructed concrete areaway (at least 3' in width) around the entire pool.
- Plans for heating units, pumps, and filter equipment which reflects equipment adequately housed and muffled and located at least 20' from any property line.
- Pools must be in-ground pools.
- 14 hard copies on 11' x 18', 1 copy no smaller than 1/8" = 1'

**2. Fence Plan**

- All private swimming pools shall be completely fence before filling by a fence or wall which complies with Village fence requirements.
- View the fence submittal checklist.
- 14 hard copies

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

- It is highly recommended that an updated plat of survey be obtained for a pool project. However, it is acceptable illustrate the following on a printed site plan using the Waukesha County GIS platform. Please note that, if the proposed pool will make your lot close to the impervious surface coverage limit, a survey may be required.
- Location and dimensions of the pool and fence.
- Distance to all lot lines. Pools must comply with setback requirements (50 feet street yard, 25 feet rear yard, 20 feet side yard)
- Location of neighboring structures.
- Location and type heating units, pumps, filter equipment (must be 20 feet from any property line, adequately housed/muffled, with a preference for landscape screening of at least 4 feet in height).
- Parcel area.

- Total impervious surface area prior to- and post-pool installation (generally, 30% maximum allowed). The pool itself is considered permeable, but the concrete areaway is not.
- 14 hard copies on 11' x 18', 1 copy no smaller than 1/8" = 1'

**4. Landscaping Plan (only if being 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'

**5. Building Board Worksheet – Submit 1 Copy.**

**6. Building Permit Application – Submit 1 Copy.**

**7. Electrical Permit Application – Submit 1 Copy.**

**8. Building Permit Addendum – Submit 1 Copy.**

**9. Building Board Submission Fee – \$50.00 to be paid at the time of submission.**

**10. Digital copy of all documents – Email to Zoning & Planning Administrator.**

**11. Sample of all materials and colors – To be brought to Building Board Meeting.**

**Other Pool Requirements**

- No direct connection of the pool shall be made to the sanitary sewer or septic system.
- No gaseous chlorination shall be permitted.
- No water shall be discharged from a private swimming pool onto an adjacent property.
  - Discharging of swimming pool water must be performed in a manner consistent with best practices as outlined by the Wisconsin Department of Natural Resources (WDNR). The Village does not allow for direct discharge into the storm sewer system or the sanitary sewer system. The best option is pumping it from your pool onto your lawn at a slow rate to allow for infiltration and aeration to avoid encumbering or overwhelming the storm sewer system or sanitary line.
- All electrical installations provided for, installed, or used in conjunction with a private swimming pool shall be in conformance with Chapter ILHR 16 of the Wisconsin Administrative Code and NEC 680. No current carrying conductors shall cross private swimming pools, either overhead or underground, or within 15 feet of such pools. All metal fences, enclosures, or railings near or adjacent to swimming pools, which might become electronically alive as a result of broken overhead conductors or from other cause, shall be effectively grounded.

**Hot Tubs**

Hot tubs must have a liquid capacity of 1,000 gallons or greater, be made of ceramic, acrylic, fiberglass and/or wood construction, have an integral gas or electric heater capable of maintaining a constant water temperature of between 101-104 degrees, have one or more water jets capable of creating a rapidly rotating current of water, and have a cover which is locked at all times when an adult is not using the unit.

Hot tubs do not require a permit.