



VILLAGE OF ELM GROVE DEMOLITION PERMIT SUBMITTAL CHECKLIST

Demolition Permits and required supplemental information must be received at Village Hall by 4:30 PM at least one month prior to the desired Plan Commission meeting. Applicants are encouraged to meet with Village staff prior to submitting materials to clarify requirements and procedures. Applicants should review the applicable Village Code regulations in Chapter 106, Article II Demolition Permits; Chapter 325 Water Control; and Chapter 266-5D Tree Removal Permit Required in addition to reviewing the items below prior to submitting an application.

1. Narrative Requirements

- Description of the Land and Use
 - i. Identify the subject property with the building to be razed
 - ii. Indicate the use or occupancy of all parts of the building
- Principles
 - i. Provide written documentation that addresses the principles located in §106-15 and as identified below:
 1. Whether, in cases where demolition is for the purpose of facilitating new construction, due and fair consideration has been given to the feasibility of preserving and continuing the use of the existing building
 2. Whether the end result of the applicant's project including demolition and new construction, if any, will devalue adjoining properties by unreasonably altering the character of the neighborhood
 3. Whether the end result of the applicant's project including demolition and new construction, if any, will be detrimental to the public interest
 4. Whether the existing building is in such deteriorated condition that is not structurally or economically feasible to preserve or restore it
- Dust and Airborne Particulate Plan
 - i. A written plan identifying a source of water, spraying equipment, schedule, and any other measures to be taken to control airborne particles.
 - ii. It is the responsibility of the applicant to complete an asbestos investigation and conduct remediation as necessary.

2. Existing Building Plans

- Floor plans of existing buildings
- Elevation drawings of existing buildings

3. Existing Conditions Plat of Survey

- All existing buildings
- Tree inventory identifying:
 - i. Trees more than 12” in diameter at chest height
 - ii. Trees more than 6” in diameter in Village Right-of-Way
 - iii. Trees that will be removed and trees that will remain (on both private property and Village Right-of-Way)

4. Proposed Building Plans (If new construction is proposed)

- Floor plans of new buildings
- Elevation drawings of new buildings
- General plan for landscaping

5. Certified Survey Map (if new construction is being proposed)

- All new buildings must be identified.
- Proposed ground grade(s)
- Proposed grade of all structures including the first-floor front door location and grades at the intersection of all exterior walls.
- Setbacks of buildings or structures to be constructed.
- Setbacks of any buildings or structures on adjoining properties.
- Trees more than 12" in diameter at chest height on property and trees more than 6" in diameter in Village right-of-way.
- Location and distance of current and/or proposed well(s) to adjacent structures and lot lines.
- Parcel area.
- Total building footprint area prior to addition and after new construction is complete (generally, 20% maximum allowed).
- Total impervious surface area prior to addition and after new construction is complete (generally, 30% maximum allowed).

6. Site Erosion Control Plan (Please reference Chapter 325, Article I)

- Detailed plan to include storm water runoff management and soil erosion control as required by Chapter 325, Article I of the Village Code and §325-8A
 - i. If the land disturbance activity is less than one acre, the applicant must provide, at a minimum, an erosion control plan statement (with map) briefly describing the site and erosion controls (including the site development schedule) that will be used to meet the requirements of this §325 Article I
 - ii. If the land disturbance activity is greater than one acre, the applicant must comply with the provisions as outlined in §325 Article I

7. Names and Addresses of Neighboring Property Owners

- Applicants must provide names and addresses of property owners within 300 feet of any boundary of the parcel that is the subject of any demolition permit.

- Notification shall be given to the owners of any property within 300 feet despite any intervening public or private road.

8. Completed and Signed Building Permit Application Form

- Permit fee at the time of application.

9. Completed and Signed Demolition Permit Addendum

10. Sewer Lateral Disturbance and Abandonment Form

11. Well Abandonment Form

- If no work is scheduled to take place within 60 days after completion of demolition, the well must be abandoned in accordance with Ch. NR 812, Wis. Adm. Code.

12. Public Way Disturbance Permit

- \$2,000 Corporate Surety Bond
- \$300+ Public Way Disturbance Permit Fee

13. \$10,000 Letter of Credit or Cash Deposit (at time of application)

- If the permit authorized only demolition work and no construction work is scheduled to take place within 30 days after completion of demolition, the Village will return the Letter of Credit or Cash Deposit within 30 days after final inspection, restoration or the subject property, and final approval
- If the permit authorizes work in addition to demolition work, then the Village shall return the Letter of Credit within 30 days after issuance of a final Certificate of Occupancy
- The Letter of Credit or Cash Deposit assures timely compliance with the prosecution of work and repair for damages due to demolition. If the Village draws upon the Letter of Credit to the full amount required, the applicant must replenish the amount of the Letter of Credit in full upon receiving notice.