



Community Development Department  
Building Services Division  
4900 Village Commons  
Matteson, IL 60443  
(708) 481-8313

## **BRICK/MASONRY MAILBOXES OR PLANTERS PERMIT TIP SHEET**

- Submit Completed Building Permit Application
- Submit a copy of your Plat of Survey showing the exact location of the mail box or planter, dimensions of the mailbox or planter from the back of the curb and driveway.
- Submit construction specifications of the mailbox or planter including assembly and anchoring of the mailbox or planter.
- Submit an "INDEMNIFICATION AND HOLD HARMLESS" release (**see attached form**) signed by the property owner.
- Permit may be obtained by either the homeowner or contractor. All contractors need to be licensed by the Village of Matteson and submitting a Certificate of Insurance and a \$10,000 surety bond (original).

**Notify J.U.L.I.E. at 1-800-892-0123 to locate all public utilities for underground lines BEFORE any digging.**

To expedite the review process, please refer to items listed below when preparing your permit submission:

1. The mailbox or planter shall be setback a minimum of 12 inches from the back of the curb but in no case shall any portion of the mailbox, including the door when in the open position, extend past the back of the curb.
2. The mailbox or planter shall be at least 12 inches from the driveway.
3. The structure shall not be erected with 5 feet of any buffalo box, water valve, vault/box, sanitary sewer manhole, storm sewer manhole or inlet, or within 10 feet nor immediately in front of a fire hydrant.
4. The structure shall not exceed 2 feet square.

## **Brick/Masonry Mailboxes or Planters**

### **Page 2 of 2**

5. The foundation for the structure shall be a minimum of 42 inches deep.
6. The brickwork for the structure shall be tied to the pad in such a manner so as to prevent the mailbox from becoming detached from the pad.

## **INSPECTIONS**

The following inspection is required for construction of a brick/masonry mail box or planter:

1. A foundation inspection will be required.

**Contact the Building Services Division at (708) 481-8313 to schedule the required inspection.**

Last revised: 7/7/10

## INDEMNIFICATION AND HOLD HARMLESS

To: Village of Matteson  
c/o Building Services Division  
4900 Village Commons  
Matteson, Illinois 60443

Re: Brick/Masonry Mailboxes or Planters

The undersigned, being the owner, or the duly authorized agent for the owner, does understand that I am requesting a permit for the construction of a brick/masonry mailbox and/or planter, and that **the owner does hereby agree to be solely responsible for any and all damage to the structure erected in the Village right-of-way, whether such damage is caused accidentally or intentionally by the Village, including but not limited to snow removal and street sweeping, in the course of its field operations or other governmental functions.**

In the event the structure interferes with the installation or repair of the water distribution system, sewer system or street light system, or cause an unsafe work practice, the Village has the right to remove the structure, and the owner WILL NOT HOLD THE VILLAGE RESPONSIBLE FOR ITS REPAIR OR REPLACEMENT.

The owner does hereby acknowledge receipt of and agrees to comply with the "Requirements for Brick/Masonry Mailboxes", as provided in Section 98.39 (B) of the Matteson Code of Ordinances.

The owner does further agree that as a condition of the Village of Matteson granting permission to utilize the public right-of-way abutting the Owner's property for the aforesaid purposes, the undersigned owner agrees to protect, indemnify, defend, and hold harmless the Village of Matteson against any and all claims, costs, actions, losses, demands, injuries, and expenses of whatever nature (Claims), including but not limited to attorney's fees, on account of any injuries to persons or property owner, its contractors, sub-contractors, or agents or employees in conjunction with the use of the public right-of-way abutting the Subject Property for the aforesaid purposes.

**Indemnification and Hold Harmless  
Brick/Masonry Mailboxes and Planters  
Page 2**

The undersigned does hereby certify that this indemnification and hold harmless is signed by the owner for said real estate as addressed below.

Dated: \_\_\_\_\_

Owner (Print Name): \_\_\_\_\_

Owner (Signature): \_\_\_\_\_

Address: \_\_\_\_\_  
Matteson, Illinois 60443