



Community Development Department  
Village of Matteson  
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The Building Services Department regularly inspects the exterior of residential, commercial and industrial properties in the Village of Matteson. This memo will provide information about the steps taken when a property is found to be in non-compliance. This memo will also outline some of the most common code enforcement violations.

### **Property Maintenance Process**

1. In the event an inspector discovers a violation the property owner is notified, typically with a door hanger. The door hanger specifies the violation and the date the inspector will be back to check for compliance.
2. The inspector will return on the date listed on the door hanger. If the property is in compliance no further action is taken. If the property is in non-compliance a summons is issued to appear before the local adjudicator.
3. The week of court the inspectors go out to each of the properties on the docket to see if the properties have been brought into compliance. In the event the properties are brought into compliance before the court date the inspector notifies the adjudicator and no further action is taken. In cases where the property is not in compliance prior to the court date the property owners have an opportunity to appear at court to discuss their violation.
4. If the adjudicator finds the property to have been in violation after the previous steps have been taken the adjudicator can issue a findings, decision and order. The property owner will be required to pay any fines associated with the property maintenance violations.
5. The only exception is for garbage can violations. Due to the nature of this type of violations the previous steps are not followed. For garbage can violations the inspector takes a picture of the offense and issues a fine.

Below you will find a list of some of the most common violations; this list is not intended to be all inclusive.

## Street Numbers

Each structure to which a street number has been assigned shall have such number displayed and affixed to the house or attached garage in a position easily observed and readable from the public right-of-way. All numbers must be at least 4 inches high.

## Accessory Structures

Detached garages, fences, pools etc. shall be maintained structurally sound, in good repair and painted to prevent deterioration.

## Motor Vehicles

Vehicle parking shall be permitted only on approved driveways and parking pads. Driveways shall be used for the temporary parking of vehicles related to the premises. Storage of merchandise, motor vehicles "for sale", or non-emergency vehicle servicing is prohibited. Vehicle parking on any property shall not be disassembled or in a state of disrepair such as: flat tires, broken windows etc. Vehicles are required to display valid license plate and Village vehicle sticker.

## Grass / Weeds

All lawn premises and exterior property landscaping should be maintained free from weeds or plant growth in excess of 6 inches. Generally if your property is found to be in non-compliance you will be issued a door hanger; if the grass is not cut in two days it will be cut by the Village's contractor at your expense.

## Garbage Cans

Garbage cans may not be placed on the curb for collection prior to 4 PM on the day before collection day. Garbage cans must be removed from the curb by 7 AM the day after collection. For example, if collection day is on Thursday, garbage cans may not be out prior to 4 PM on Wednesday and must be removed from the curb by 7 AM on Friday. In addition, garbage cans may not be stored in front of the house or garage on non-collection days.

**For more information regarding Code Enforcement please visit the [www.villageofmatteson.org](http://www.villageofmatteson.org). Code Enforcement FAQ's can be found under Community Development and Building Services.**