



## Municipal Center

4900 Village Commons  
Matteson, IL 60443  
708-283-4900  
Fax: 708-748-5196  
[www.villageofmatteson.org](http://www.villageofmatteson.org)

## Administration

*Village Administrator*  
708-283-4911  
*Office of the Village Clerk*  
708-283-4950  
*Economic Development*  
708-283-4940

## Community Development

*Building Services*  
708-481-8313  
Fax: 708-748-2326  
*Community Affairs*  
708-283-4777  
*Housing Information Center*  
708-503-3100  
*Planning*  
708-283-4940

## Finance

708-283-4900  
*Water Billing Services*  
708-283-4790

## Fire Department

3445 211th Street  
708-748-5129  
Fax: 708-283-6606  
*Fire Prevention Bureau*  
708-283-4939  
Fax: 708-748-2326

## Human Resources

708-283-4949

## Police Department

20500 South Cicero Ave.  
*Administrative Division*  
708-748-4085  
Fax: 708-748-7364  
*Non-Emergency*  
708-748-1564

## Public Works

21146 Tower Ave.  
708-748-1411  
Fax: 708-503-3120  
*Engineering*  
708-283-4948  
*Parks Maintenance*  
708-720-1876

## Recreational Services

4450 W. Oakwood Lane  
708-748-1080  
Fax: 708-748-1423

# NEW RESIDENT CHECKLIST

Welcome to Matteson! Our community has so much to offer. Beyond its many amenities, our community has a strong hometown appeal that will make you proud of living in Matteson. Your Village government is here to work for you and to provide services that will enhance your quality of life. We believe the following checklist will be of benefit in acclimating you to your new home.



**VEHICLE STICKERS** – Village Ordinance requires that you purchase a Village vehicle sticker for \$30. (Truck, Motorcycle, and RV stickers are available at different costs – please inquire). The stickers can be purchased at the front counter of the Village Hall, 4900 Village Commons. If you have purchased a **current** sticker from your previous Village, bring in the sticker or receipt and you will only be charged a \$5.00 transfer fee. Once a sticker is purchased you will be able to purchase annual stickers through a mail-in order form that will be sent to you. Residents sixty-five and older may apply for a Senior Discount of \$5.00 for a vehicle sticker (one per house hold). Late fees are assessed for stickers that are not purchased/renewed in a timely manner.



**GARBAGE DISPOSAL** – The Village has refuse collection, recycling, and yard waste pick-up scheduled and collected once a week. Residents are allowed only one large item (i.e., oven, refrigerator, washing machine, etc.) per weekly pickup. Yard waste is collected from April 1<sup>st</sup> through November 30<sup>th</sup> only. The Village currently contracts with Land and Lakes (708) 720-5100 for these collections. Curbside refuse services costs \$13.50 per month. Residents are billed monthly for the service on their water bill. Residents should contact **Land and Lakes at (708) 720-5100** with any disposal problems.

If a collection day falls on a holiday Monday through Friday, then collection will occur one day later than the regularly scheduled day. These holidays include: New Years, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, and Christmas.



**YARD WASTE** – If you choose to dispose of yard waste, you must place it into a 30-gallon paper bag and place a \$1.40 yard waste sticker on the bag, which can be purchased at the Village Hall. The Village's yard waste system is a pay-per-bag system instead of charging a flat rate to all homeowners for yard waste service. Yard waste bags are sold at local grocery and hardware stores. Do **NOT** use blue recycle bags for yard waste. In the fall, dates are established annually for Fall Leaf Pickup. During this period residents **WILL NOT** be required to use yard waste stickers for the disposal of yard waste and leaves. Bundles and branches **MUST** still have stickers.



**RECYCLING** – Recyclable materials are to be separated and placed in blue bags provided at no cost to the residents. All recyclable materials need to be placed curbside by 6:00 a.m. on regular collection days. Bags are delivered to homeowners twice a year in June and December otherwise residents may pick them up at the Village Hall.



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Use the 9-1-1 Enhanced System for all police and fire services.



**POLICE** – Pursuant to the Code of Ordinances or the Village of Matteson, a Burglar Alarm System Connected to an outside source **must be registered** with the Matteson Police Department.

Enclosed in your new resident packet you received at the Village Hall, you will find your **Burglar Alarm System Registration Form**. If the form is missing from your packet you can pick one up at the Matteson Police Department 24 hours a day. This form is required so that we have emergency contact information in the event of an activated alarm at your address.

The registration Fee for you Alarm Permit for the 2009/2010 fiscal year is \$20.00 for Residential permits and \$35.00 for Business permits. The permit is required to be renewed on a yearly basis and it was **due by June 30th**.

Per the Ordinance, **three false alarms are permitted** per fiscal year. When four or more false alarms occur within the fiscal year, fines are:

\$50.00 for the 4th False Alarm  
\$100.00 for the 5th False Alarm  
\$150.00 for the 6th False Alarm  
\$200.00 for the 7th and **every** subsequent one after

Should you have any questions, please do not hesitate to contact us at (708) 283-4725, Monday thru Friday between the hours of 8:30am and 4:30pm.

This year Notices of violation will be going out in October. Local Ordinance Tickets will be issued soon after if you are not in compliance. So please consider your position and act responsibly.



**WATER** – You must establish water service by coming in to the Village Hall. The rate charged for the Lake Michigan water is \$6.14 per 100 cubic foot (748 gallons), \$0.20 per cubic foot for sewer service, a monthly \$1.00 fixed sewer charge, and a \$1.00 per month administration fee. Residents are billed monthly for the service. Also remember that if the meter readings of your inside and outside meters do not match, call the Water Department at 283-4790.



**LAWN SPRINKLING** – Lawn Sprinkling is permitted only between the hours of 7–11 a.m. and 7–11 p.m. year round. In the event of a problem keeping up with the demand on the water system the first restriction will be as follows:

**Emergency Condition Step 1** – Home/Businesses with addresses ending in 0, 2, 4, 6, and 8 may sprinkle between 7–11 a.m. and 7-11 p.m. **ONLY** on **EVEN** numbered days. Home/Businesses with addresses ending in 1, 3, 5, 7, and 9 may sprinkle between 7-11 a.m. and 7-11 p.m. **ONLY** on **ODD** numbered days.



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**Emergency Condition Step 2** – When reservoirs and storage facilities get dangerously low a complete ban of lawn sprinkling will be implemented for however many days it takes for the entire system (Chicago, Oak Lawn and Matteson) to recover. When the total ban is lifted the “Emergency Condition Step One” will go back into effect until weather conditions allow the normal sprinkling times to be adequate.



**VOTER REGISTRATION** – To register to vote you must: be a United States citizen, eighteen years old on or before the next upcoming election; and present two forms of identification one with your name and Matteson address (**drivers license, library card, checkbook, etc.**) the other with just your name (**credit card, ATM card, etc.**). Residents who are homebound and unable to come to the Village Hall may call the **Village Clerk's Office (708) 283-4900** to schedule an in-home registration at your convenience.



**PERMITS** – Call the **Matteson Building Department (708) 481-8313** before starting **any** construction on your property in the Village of Matteson. Permits are required for all construction projects in the Village. Some are no charge while others are calculated accordingly. Be sure that the contractor you hire is licensed to work in the Village of Matteson. If you hire someone without a current Village of Matteson Contractor's License, you are liable for any damage they might do Village property and utilities. If a non-licensed contractor doesn't perform satisfactorily, homeowners have no recourse through the Village. **Be Safe – Not Sorry!**



**ANIMAL TAGS** - Animal tags need to be purchased by April 30 at a cost of \$2.00 per animal at the Village Hall. Current rabies vaccination number is required for purchase.



Nicor Gas service is established by calling 1-888-642-6748.



Commonwealth Edison service is established by calling 1-800-334-7661.



AT&T is the Village's cable service provider and can be reached at 748-9300. Please watch channel 10 for the latest community postings.



To establish phone service, please call Ameritech at 1-800-244-2444.