



ILLINOIS 60443

Municipal Center

4900 Village Commons
Matteson, IL 60443
708-283-4900
Fax: 708-748-5196
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

20642 Matteson Avenue
708-441-4500

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 \$40. (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 \$6.50 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 \$6.50 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 1st through November 30th only. The Village currently contracts with Waste Management (708) 720-5100 for these collections. Curbside refuse services costs \$20.55 per month. Residents are billed bi-monthly for the service on their water bill. Residents will receive 6 utility bills a year. Residents should contact **Waste Management 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, 4th of July, Labor Day, Thanksgiving, and Christmas.



RECYCLING – Recyclable materials are to be separated and placed in recyclable bins. All recyclable materials need to be placed curbside by 6:00 a.m. on regular collection days.



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



POLICE – Pursuant to the Code of Ordinances of the Village of Matteson, a burglar alarm system connected to an outside source must be registered with the Matteson Police Department. A completed [Burglar Alarm System Registration Form](#) is required so that we have up-to-date emergency information in the event of an activated alarm at your address. Also, after testing the alarm with your alarm company, a signature is required at the bottom of the form (whether by you or your alarm technician) assuring that your alarm is in proper working order. **This form is to be completed and returned to the Matteson Police Department Alarm Administration annually.**

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 fee is **\$20.00 for a residential permit** and **\$35.00 for a business permit**. The permit is required to be renewed on a yearly basis and the fiscal year runs May 1 to April 30. (Alarm permit renewal invoices will be mailed out in April of every year to alarm registrants for the upcoming fiscal year.)

You are allowed two false alarms per fiscal year. When three or more false alarms occur within the fiscal year, fines are assessed as follows:

- 1st False Alarm - \$0.00**
- 2nd False Alarm - \$0.00**
- 3rd False Alarm - \$50.00**
- 4th False Alarm - \$100.00**
- 5th False Alarm - \$150.00**
- 6th False Alarm - \$200.00.**

Each subsequent False Alarm is assessed at \$250.00 each.

Your completed **Registration Form** and invoice payment should reach us **within 30 days of your alarm activation and/or receipt of your invoice**. **Failure to comply with the provisions of this ordinance shall**



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result in the filing of a quasi-criminal complaint (citation for a violation of ordinance). On conviction you can be fined up to \$750.00 for each offense.

If you no longer have a burglar alarm system connected to an outside source at this address, or if you have any other questions, please contact Alarm Administration at: (708) 283-4725, Monday thru Friday between the hours of 8:30 a.m. and 4:30 p.m.

WATER – You must establish water service by coming in to the Village Hall. The rate charged for the Lake Michigan water is \$8.59 per 100 cubic foot (748 gallons), \$1.75 per cubic foot for sewer service, a monthly \$2.00 fixed sewer charge, and a \$2.00 per month administration fee. The storm water fee is \$7.00 per month (residential rate). Residents are billed bi-monthly for the service. Residents will receive 6 utility bills a year. Also remember that if the meter readings of your inside and outside meters do not match, call the Water Department at 283-4790.

ATTENTION WATER BILLING CUSTOMERS

Pursuant to the Village Board Meeting on March 2, 2015 as well as village ordinance 52.31, effective immediately - prior to May 15, 2015, all water bills with past due balances must be paid in full. Failure to pay past due amounts will result in water service interruption. From this point on, all accounts must be settled within the billing period. Payment arrangements on water accounts are not available.



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.

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.



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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 (**driver's 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 to 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 \$10.00 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.



ComEd service is established by calling 1-800-334-7661.



Just Energy service is established by calling 1-855-387-6071.



AT&T is the Village's TV and Internet service provider and can be reached at 1-844-827-7057 or visit <http://www.attinternetservice.com/u-verse/>.

Please watch **AT&T U-Verse Channel 99** or **Comcast Channel 4** for the latest community postings.



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