



HOMER GLEN

Masonry Mailbox Application

Phone: 708-301-1301

Fax: 708-301-0417

(Please print legibly)

Owner's Name: _____ Phone #: _____

Address: _____

Owner's E-Mail: _____

Contractor's Co. Name: _____ Phone #: _____

The following rules and regulations apply for masonry mailboxes:

- Masonry mailboxes are allowed ONLY on streets of 25 miles per hour or less & must have curbs
- Location must comply with the height & distance requirements of the United States Postal Service
 1. Bottom of the mailbox should be 41"-45" from the road surface
 2. The front of the mailbox door should be 6"-8" back from the front of the curb
 3. House number must be on the mailbox
- The mailbox door shall not extend over the curb
- No mailbox structure shall be permitted to contain any electric
- A footing inspection and a final building inspection are required
- It is the responsibility of the property owner to contact their HOA for approval, if applicable

Submittal Requirements:

- Plat of survey indicating the following:
 - Location of the masonry mailbox and the proposed size of the structure
 - Mark the distance from the curb to the front of the mailbox
- Waiver and Indemnification Form
- Copy of contractors proposal/quote, if applicable
- Permit Fee due-\$100.00 (\$50-permit fee w/ inspections & \$50-plan review fee)
(accepted: Visa/Mastercard/Discover, check, debit card, money order)

*The applicant agrees that upon notice by the Village of Homer Glen, for good cause (utility work, road construction, hazardous structures, etc.) the encroachment may have to be removed at NO COST or LIABILITY to the Village. _____(initials required)

Masonry Mailbox Guidelines

Contractor Registration:

- All contractors working within the Village of Homer Glen are required to be registered (when a permit is required). No permits will be issued if the contractor is not registered.
- If you are doing work as the homeowner/property owner, registration will not apply.
- A signed affidavit for electrical/plumbing will apply.

Construction Hours:

All construction work performed within the Village of Homer Glen, including building and development activities, clearing of land, excavation, repair, maintenance and demolition, loading and unloading of materials and equipment, are restricted to the following hours:

Monday to Saturday: 7:00 AM to 7:00 PM

Sunday: 8:30 AM to 5:00 PM

Legal Holidays: 8:30 AM to 5:00 PM

See Construction Hours Ordinance --- Available at www.homerglenil.org

Inspection Requirements:

- Two working days' notice is required for all inspections, and must be requested by 2:00 PM to receive a next day inspection (if available.) Please have your permit number available when you call for an inspection.
- The first inspection must be completed within 6 months or the permit is void.
- A final inspection is required for all building permits and must be completed within a year's time. If the final inspection is not done within a year, the permit will expire and must be renewed.

CALL JULIE:

Please call JULIE (811) to locate and mark all underground facilities on the property prior to any type of digging.

NOTE: All building permits are pursuant to the Village of Homer Glen Building, Zoning and Stormwater Ordinances. If you have not begun construction within one hundred and eighty (180) days from issuance or if construction is not complete within one (1) year of issuance, your permit is void. A monetary penalty will be assessed, if Final Inspections are not scheduled. Final inspections must be scheduled and passed to complete your permit within the year that your permit is valid. If the job is not complete within the time frame, you will need to file for an extension.

The Building Permit Fee is non-refundable.

I hereby certify that I have read, understand, and agree to conform to all governing information and regulations set forth by the Village of Homer Glen.

Signature: _____ Date: _____



MASONRY MAILBOX WAIVER AND INDEMNIFICATION

You have applied for a permit to install a masonry mailbox in the Village of Homer Glen's right of way. If in the future the Village of Homer Glen finds it necessary to excavate the parkway or maintain the street where the masonry mailbox is installed, the Village will not be responsible for the replacement of any part of the masonry mailbox installed in the right-of-way. Additionally, the Village shall not be liable for any damage to your masonry mailbox if any such damage is caused by the Village in the operation of its governmental functions.

Masonry mailboxes do not easily give way to impact and create a potentially dangerous roadside obstacle.

As the owner of the property I have read, understand and acknowledge the paragraph above and I agree to waive any and all damages or claims against the Village of Homer Glen related to the installation of my masonry mailbox. In addition, I agree to hold harmless and indemnify the Village of Homer Glen against any and all claims related to my masonry mailbox located in the Village's right of way.

Property Owner Printed Name

Property Address

Signature of Property Owner

Date