

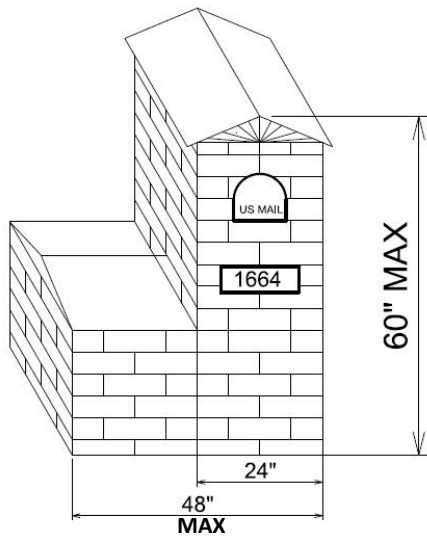


RESIDENTIAL BRICK MAILBOX PERMIT CHECKLIST

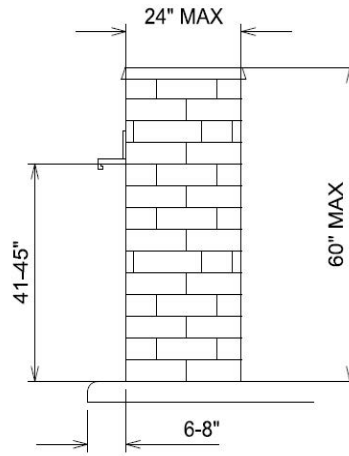
PERMIT APPLICATION & SUBMITTAL REQUIREMENTS:

- Complete an engineering permit application online by visiting our [Online Permitting Portal](#)
- Contractors must obtain a Village contractor license prior to issuance of permit.
 - Surety Bond and Certificate of Insurance are required for Right-of-Way work. See requirements [here](#).
- Copy of contract or proposal.
- Homeowner to provide signed hold harmless (see page 3).
- Submit a plat of survey clearly identifying the location and dimensions of the proposed work.
 - Position mailbox slot opening forty-one to forty-five inches (41''- 45'') above ground level.
 - Place mailbox six to eight inches (6''-8'') back from the curb.
- Submit mailbox design per below requirements (see second page for example):
 - Concrete pad required to be constructed with a minimum of four inches (4'') of Portland Cement Concrete - 6 bag mix, with a compressive strength of 3500 PSI at 14 days and 5% to 8% air entrainment. (5.2 bag mix with fly ash is an acceptable alternative concrete mix.)
 - The aggregate base is required to be a minimum of two inches (2'') of compacted CA-6 and the subgrade is required to be compacted to 95% of optimum density.
 - Concrete pad shall not be installed on a wet or frozen base. See [Temperature Limitations](#)
 - Maximum height – Five feet (5')
 - Maximum width – Two feet (2')
 - Maximum depth – Two feet (2')
 - Total Volume – Twenty cubic feet (20 Cu. Ft).
 - One planter box - maximum height (2') two feet, maximum width (2') two feet, maximum depth (2') two feet, and total maximum volume of twenty-eight cubic feet (28 Cu. Ft.).
 - Vegetation and excavated material removed during the installation must be removed from the property and disposed of properly
 - Damage to the roadway, curb or grass parkway must be restored to original condition.

- Must comply with the following:



FRONT VIEW
FOR EXAMPLE ONLY



SIDE VIEW
FOR EXAMPLE ONLY

INSPECTIONS:

Inspections are scheduled by calling (847) 357-4220 between the hours of 8:00a.m. and 5:00p.m. Monday through Friday. Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 24 hours when scheduling the following required inspections:

- CONCRETE PRE-POUR**
- FINAL** - Once restoration is complete and vegetation is established.

Mayor
CRAIG B. JOHNSON

Village Clerk
LORETTA M. MURPHY

Village Manager
MATTHEW ROAN



Village Trustees
JOSEPH D. BUSH
JEFFREY C. FRANKE
KATHRYN A. JAROSCH
TAMMY K. MILLER
CHRIS K. PROCHNO
STEPHEN F. SCHMIDT

BRICK PAVER MAILBOX
HOLD HARMLESS AGREEMENT

I, _____ of _____
Owner *Address*

hereby release and hold harmless now and forever the Village of Elk Grove Village from all damages, suits, claims and demands for damages at law or in equity, which owner now have or claim to have or may hereafter have or claim to have against the Village of Elk Grove Village, its successors or assigns, or against its Mayor, Trustees, officers, employees or agents, by reason or on account of removing or damaging the brick paver mailbox located within Village of Elk Grove Village right-of-way and/or the public utility & drainage easement.

Owner further agrees that the Village of Elk Grove Village and its agents, officers and employees shall bear no liability to anyone for removal or destruction of the brick paver mailbox located within Village of Elk Grove Village right-of-way and/or the public utility & drainage easement.

Owner Signature

Date

