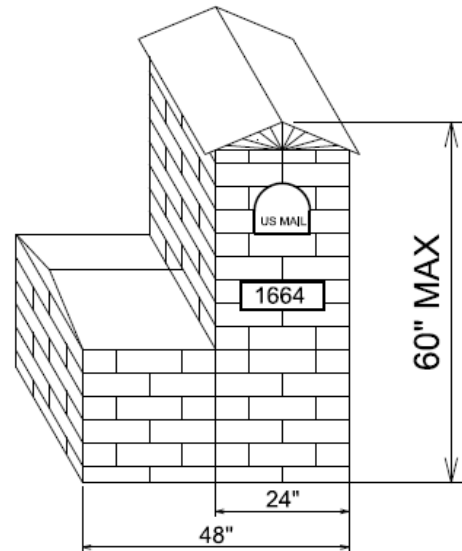




RESIDENTIAL BRICK PAVER MAIL BOX CHECKLIST

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS:

- Complete and sign general permit application with all pertinent contractor information.
- Submit THREE (3) copies of a Plat of Survey for the property indicating the location of the proposed brick paver mailbox.
- Provide a copy of the contract detailing the proposed work.
- Provide a sketch with dimensions of proposed brick paver mailbox
- Contractors must obtain a Village Contractors license prior to issuance of permit.
- Contractor doing the work shall provide a Certificate of Insurance as well as a \$10,000 Surety Bond (see requirements)
- Homeowner doing the work shall provide a copy of their declaration page of their homeowners insurance
- Must comply with current postal regulations regarding height and distance from back of the curb (see attached).



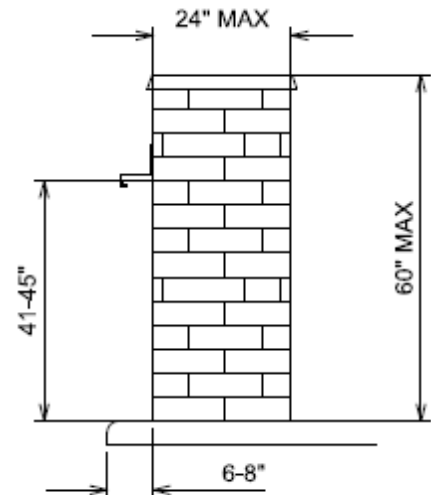
FRONT VIEW
FOR EXAMPLE ONLY

INSPECTIONS – (847) 357-4220 at least 24 hours in advance, Permit # is required

- Brick paver base (42" minimum).
- Final – Turn in bond refund form

GUIDELINES AND DETAILS

- Maximum height – (5') five feet
- Maximum width – (2') two feet
- Maximum depth – (2') two feet
- Total Volume – 20 Cu. Ft.
- One planter box is permitted, max. height (2'), max. width (2'), max. depth (2')
- If 2 planter boxes are requested, they can be permitted provided that the Total Maximum width with mailbox and planters does NOT exceed (4') four feet, with a maximum depth of (2') and a total maximum volume of 28 Cu. Ft.



SIDE VIEW
FOR EXAMPLE ONLY



Residential Mailbox Guidelines and Placing the Mailbox

Here are some helpful guidelines to follow when installing your mailbox:

- Position your mailbox 41" to 45" above ground level.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box. If you are attaching the box to your house, make sure the postal carrier can reach it easily from your sidewalk, steps, or porch.

