

# **BRICK MAILBOXES**

## **VILLAGE OF SUGAR GROVE**

### **PLAN REVIEW**

Please allow 10 (ten) working days for processing.

### **APPLICATION CHECKLIST**

- a completed application short form, including all contractors
- a drawing of the item being built including dimensions and how it is to be construction
- a plat of survey drawn to scale showing the location of the mailbox
- a copy of the contract with the owner's signature
- a signed and notarized Release and Indemnity Agreement recorded against the property

### **REQUIRED CONTRACTOR INFORMATION**

Any contractor engaged in or having obligation to do work where the scope of work requires a building permit shall be registered with the Village of Sugar Grove. If the contractor is not currently registered with the Village, an application can be obtained from the Building Division at 630-391-7220 or from the Village's website [www.sugargroveil.gov](http://www.sugargroveil.gov)

### **INSPECTIONS**

Inspections may include a footing and final. **Please call 630-391-7220 to schedule an inspection.**  
PLEASE SCHEDULE THE INSPECTION THE DAY BEFORE YOU WANT IT.

### **PERMIT FEE**

The permit fee is to be paid when you pick up the permit after review and approval.

- \$125
- \$140 additional charge if we record the Release and Indemnity Agreement with the County.
- Plus fees will be charged if the Village Engineer is required by the Village to review and inspect the work.

**NO WORK CAN COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED. WORK STARTED PRIOR TO ISSUANCE OF PERMIT, MAY INCUR A PENALTY FEE.**

### **SPECIFICATIONS**

- Brick Mailboxes cannot exceed 2.5 feet long by 2.5 feet wide and 60 inches above the edge of the pavement
- No other improvements are allowed including wing walls, planters, light fixtures, etc.
- Brick mailboxes must have a foundation to support the structure to prevent frost heaving and instability.
- Foundations shall be at least 12 inches deep and not exceed 24 inches deep.
- Utility locates shall be completed prior to any construction.
- Any damage caused to brick or masonry mailboxes by the village shall not entitle the owner to reimbursement in excess of the reimbursement amount for a standard breakaway mailbox as set by village policy.
- If you reside in an area with a Homeowner's Association, check with them to ensure compliance with their regulations.
- Allowable hours for construction noise in the Village are between 6:30 a.m. and 8:30 p.m. daily.

**12-6-14: MAILBOXES AND STREET ADDRESSES <sup>1</sup>:**

- A. Installation Required: All mailboxes throughout the subdivision shall be installed by the subdivider in clusters at various locations or as single mailbox installations as approved by the local post office. Mailboxes of a cluster design shall be housed in a suitable enclosure, the design of which shall be submitted to the village for approval prior to installation.
- B. Single Mailbox Installations: All mailboxes shall have the bottom of the box be between thirty six inches (36") and forty two inches (42") above the adjacent street pavement. Mailboxes shall not overhang the curb or street pavement and shall not be farther than six inches (6") from the back of the curb. Single mailbox installations shall be either of a standard breakaway design or of the brick/masonry design. Specifications for each type are detailed below:
1. Standard Breakaway Mailbox: Support posts shall be either a four inch by four inch (4" x 4") wood post, or a two inch (2") diameter standard steel or aluminum pipe buried no more than twenty four inches (24") into the ground and shall safely break away if struck by a vehicle. The mailbox must be securely attached to the support post so it will not separate if struck.
  2. Brick/Masonry Mailboxes: Mailboxes constructed of brick or masonry materials shall not exceed 2.5 feet long by 2.5 feet wide, and cannot exceed sixty inches (60") above the edge of the pavement. No other improvements or additions shall be made to said mailboxes, including, but not limited to: wing walls, planters, light fixtures or signage other than addresses or nameplates as permitted under the zoning ordinance. Said mailboxes shall have a foundation to support the structure to prevent frost heaving and instability. Foundations shall be at least twelve inches (12") deep, and not exceed twenty four inches (24") deep. Utility locates shall be completed prior to any construction of said mailbox. A building permit shall be issued by the village prior to construction of any masonry mailbox. A hold harmless agreement and release shall be signed with the village prior to construction of any mailbox. Any damage caused to brick or masonry mailboxes by the village shall not entitle the owner to reimbursement in excess of the reimbursement amount for a standard breakaway mailbox as set by village policy.
- C. Street Addresses: Street addresses shall be clearly marked on the building in numbers at least six inches (6") high. The address shall be located on that part of the building closest to the street. No written word addresses shall be allowed.
- D. Nonconforming Mailbox/Support Installations: The use of existing mailbox/support installations which do not conform to the provisions of this section may be continued, although such use does not conform with the provisions hereof, and such use may be extended provided no structural alterations are made therein. Whenever a nonconforming use of a mailbox/support has been changed to a more restricted use or to a conforming use, such use shall not thereafter be changed to a less restricted use.
1. No mailbox/support installation which has been damaged by fire, explosion, act of God, the public enemy, intentional or unintentional causes, to an extent that the director of community development (or his/her designee) determines, in his/her sole discretion, is not acceptable, shall be restored except in conformance with the regulations of this section.

2. No existing mailbox/support installation devoted to a use not permitted by this section shall be enlarged, extended, reconstructed, or structurally altered, unless such use is changed in conformance with the regulations of this section.

3. Any masonry mailboxes constructed prior to May 16, 2006, shall be permitted to remain, subject to submitting a hold harmless agreement and release to the village. Any preexisting nonconforming masonry mailboxes that are damaged as per subsection D1 of this section, shall only be reconstructed in compliance with the standards in subsection B2 of this section. (Ord. 2006-05-16A, 5-16-2006)

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**Do Not write or Mark above the Line**

**Release and Indemnity Agreement  
For a mailbox located in a right of way  
in the Village of Sugar Grove**

Name of Record Owner(s): \_\_\_\_\_  
Address of Property: \_\_\_\_\_  
Legal Description:

I (We), the undersigned, certify that I (we) am (are) the owner(s) of record of the real estate described herein, that I (we) have requested that a masonry mailbox be located in Village (or other jurisdictional) right of way and agree to comply with the provisions hereof regarding a masonry mailbox located in a right of way. I (We) hereby indemnify, release and agree to hold harmless the Village of Sugar Grove, its officers, agents and employees from any claim, liability or loss of any type or character (excepting only as to any such released party any such losses, obligations or damage resulting from the intentional, willful and wanton or negligent misconduct of such released party) by the undersigned or third parties, including reasonable attorneys' fees, arising out of or in connection with the existence of, moving or removal of a masonry mailbox located in a right of way. I (We) further agree that the Village of Sugar Grove, its officers, agents and employees (should they be required to remove said mailbox in the future due to public improvements or otherwise) shall not be required to replace any such mailbox (or compensate the undersigned for replacement of any such mailbox). The Village shall provide at least 48 hours notice (except in emergency situations) prior to Village removal of any such mailbox. The undersigned shall not be obligated to pay for, or reimburse, the Village for the expenses of removal of any such mailbox by the Village. This release and indemnity agreement shall be binding upon and inure to the benefit of my (our) heirs, successors and assigns. Upon sale of the above described property, the duties hereunder shall transfer to my (our) successors and the undersigned shall be relieved of any further duties and/or obligations under this release and indemnification agreement.

\_\_\_\_\_  
Signature(s) of Owner(s)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

This instrument prepared by:  
Steven A. Andersson  
Mickey, Wilson, Weiler, Renzi & Andersson  
2111 Plum Street, Suite 201  
Aurora, IL 60506

**Affidavit**

State of Illinois )  
                          )  
County of Kane )       SS

I, the undersigned, a Notary Public, in and for said County and State, DO HEREBY CERTIFY that \_\_\_\_\_ personally known to me to be the same person(s) whose name(s) subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that \_\_\_\_\_ signed, sealed and delivered the said instrument as \_\_\_\_\_ free and voluntary act, for the uses and purposes therein set forth.

Given under my hand and notarial seal this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

(Seal)

**For Office Use Only**  
 Permit # \_\_\_\_\_  
 Building Dept Approval: \_\_\_\_\_  
 Fees: \_\_\_\_\_



**601 HEARTLAND DRIVE  
 Sugar Grove, IL 60554  
 Phone 630-391-7220  
 Fax 630-391-7245  
 www.sugargroveil.gov  
 permits@sugargroveil.gov**

**BUILDING PERMIT APPLICATION  
 (FOR MINOR PERMITS; NOT NEW CONSTRUCTION)**

Application Date: _____	<b>Permit Type</b>					
Value of Work: _____	Basement <input type="checkbox"/>	Deck <input type="checkbox"/>	Garage/ Shed <input type="checkbox"/>	Patio <input type="checkbox"/>	Screen Porch <input type="checkbox"/>	Window/ Door <input type="checkbox"/>
Square Footage: _____	Commercial Remodel <input type="checkbox"/>	Driveway <input type="checkbox"/>	Gazebo/ Pergola <input type="checkbox"/>	Pool <input type="checkbox"/>	Sign <input type="checkbox"/>	
	Decorative Brick <input type="checkbox"/>	Fence <input type="checkbox"/>	Irrigation <input type="checkbox"/>	Roof <input type="checkbox"/>	3 Season Room <input type="checkbox"/>	Other <input type="checkbox"/>
<b>Start Date</b> _____	<b>End Date</b> _____					
Description of Work: _____ _____						
<b>Property Information</b>						
Address _____		Lot _____	Subdivision _____		Parcel Number _____	
Property Owner Name _____		Email Address _____			Phone _____	
Property Owner Street Address _____		City _____		State _____	Zip _____	
<b>Contractor Information</b>						
Name(s) of Contractor (s)	Phone#	Email		City	Zip	

I certify that I am the owner of record of the above name property, or that the proposed work is authorized by the owner of record, and that I have been authorized by the owner to make this application. I agree to conform to all applicable laws of the Village of Sugar Grove.

Signature of Property Owner (or Attach Signed Contract)      Address (if different)      Phone No.

Signature & Printed Name of Responsible person in Charge of Work & Email      Phone No.