

BRICK MAILBOX INFORMATION

PERMIT REQUIRED

A building permit is required from any person desiring to install a brick mailbox in the parkway. The following conditions and requirements apply:

- 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 within the Village are 6:30 a.m. to 8:30 p.m. daily.
- Brick mailbox permits are authorized on a case-by-case basis.

APPLICATION CHECKLIST

Applications for a brick mailbox permit shall include the following items and information:

- a completed short-form permit application listing the contractor(s) performing the work.
- valid contractor registration with the Village of Sugar Grove
- a drawing of the item being built including dimensions and how it is to be constructed
- a plat of survey, drawn to scale, showing the location of the mailbox with dimensions
- a signed and notarized Release and Indemnity Agreement recorded against the property
- a copy of the contract with the property owner's signature

CONTRACTOR REGISTRATION

Any contractor engaged in or having obligation to do work where the scope of work requires a building permit is required to be registered with the Village of Sugar Grove. If the contractor is not currently registered with the Village, a registration application can be obtained from the Building Division at 630.391.7220 or from the Village's website www.sugargroveil.gov

INSPECTIONS REQUIRED

Inspections may include: footing and final depending on the scope of construction. The owner/contractor is responsible for scheduling all required inspections. Please call 630.391.7220

to schedule the inspections. Please schedule the inspections by 3:30 PM THE DAY BEFORE you want it.

PLAN REVIEW

Please allow 10 (ten) working days for processing.

PERMIT FEE

- Brick Mailbox Permit **\$125.00**
- Additional charge to record the Release at the County Recorder's Office **\$140.00**

Additional fees may be charged if there is a grade change proposed or the proposed modification requires review and inspection by the Village Engineer.

The permit fee is paid when the permit is picked-up after the application has been approved.

NO WORK CAN BEGIN UNTIL THE PERMIT HAS BEEN ISSUED. WORK BEGUN PRIOR TO ISSUANCE OF THE PERMIT WILL INCUR A FINE, PENALTY OR BOTH.

COVENANT RUNNING WITH THE LAND - RECORD

THE DECLARATION OF COVENANTS made this

_____ day of _____, 20____, by _____

being **all** of the owners of the following described property; to-wit: **(Insert Legal Description)**

Parcel Number: _____

Commonly known as: _____

(Address – Please Print)

WHEREAS, the Village of Sugar Grove regulates the right-of-ways within its boundaries; and

WHEREAS, the declarants (Property Owners) wish to install Non-Standard Pavement in said right-of-way;

NOW, THEREFORE, in consideration of the Village of Sugar Grove issuing a permit to the declarants to install Non-Standard Pavement in the right-of-way adjacent to the above-described property, said property is hereby made subject to the following covenants and restrictions, all of which shall be deemed to run with the above-described property:

1. The declarants, their assigns and successors in title hereby agree to install Non-Standard Pavement in full compliance with the laws, ordinances, resolutions, rules and regulations of the Village of Sugar Grove, Kane County, the State of Illinois or any other governmental unit or agency having jurisdiction, applicable thereto as amended from time to time.
2. The declarants, their assigns and successors in title hereby agree to and do hereby release the Village of Sugar Grove, its officers, agents and employees which are from time to time authorized to use said right-of-way for any obligation as a result of damages to the Non-Standard Pavement which may occur in the course of the installation, removal, maintenance or repair of any utility within said right-of-way, or as the result of street construction/repair, snow removal, or street cleaning by the Village of Sugar Grove,
3. The declarants, their assigns and successors in title hereby agree to indemnify and save the Village of Sugar Grove and the public utilities which are from time to time authorized to use said easements and public parkways, and both groups' officers, agents and employees harmless for any damages, injuries, and costs including damages to the utility equipment, occasioned by the installation, maintenance, location, repair of the Non-Standard Pavement described above. Said costs to include attorney fees and costs of litigation.
4. The declarants, their assigns and successors in title hereby agree to indemnify and save the Village of Sugar Grove, its officials, employees and agents harmless from any and all claims, causes of action, judgments, expenses, and damages, including attorneys' fees and costs incurred by the Village, alleged to have occurred from the installation, construction, repair, maintenance, continued existence, or removal of the Non-Standard Pavement.

IN WITNESS WHEREOF, the undersigned have executed this declaration at _____, Illinois

Print Full Name

Print Full Name

Property Owner's Signature

Property Owner's Signature

STATE OF ILLINOIS)
) SS.
COUNTY OF KANE)

I, _____, a Notary Public in and for said County, in the State of Illinois, do hereby certify that _____, personally known to me to be the same person whose name is subscribed in the foregoing instrument, appeared before me this day in person and acknowledged that _____ signed, sealed and delivered said instrument as _____ free and voluntary act for the uses and purposes therein set forth.

Given under my hand and seal this _____ day of _____, 20_____.

NOTARY PUBLIC

Prepared by:
Steven A. Andersson
Mickey, Wilson, Weiler, Renzi & Andersson, P.C.
2111 Plum Street, Suite 201
Aurora, IL 60506

Return to after recording:
Village Clerk
Village of Sugar Grove
10 Municipal Drive
Sugar Grove, IL 60554

12-6-14: MAILBOXES:

A. Installation Required: All mailboxes throughout the subdivision shall be installed in clusters at various locations or as single mailbox installations as approved by the local post office.

B. Cluster Mailbox Installations: 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.

C. 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 titles 11 and 13 of this code. 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 brick/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.

D. Building Numbers On Mailboxes: See section [13-1-3](#) of this code.

E. 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 community development director 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 brick/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 E1 of this section, shall only be reconstructed in compliance with the standards in subsection C2 of this section. (Ord. 2012-08-21, 8-21-2012)

12-6-15: INSPECTION OF IMPROVEMENTS:

A. Inspection; Request For Extension:

1. Inspection By Village: Upon request by subdivider, all improvements shall be inspected and accepted by the village within one year from the date of completion of construction of the improvements provided that the improvements comply with the requirements of the approved engineering plans for the improvements, all applicable village ordinances and [chapter 11](#), "Standard Specifications For Improvements", of this title.
2. Extensions: Extensions of the one year period for all or a portion of the improvements may be granted by the village board upon written request of the developer. Failure by the developer to obtain an extension shall result in the forfeiture of the completion bond or letter of credit.

B. As Built Plans:

1. Submission Of Plans, Certification And Tests: Prior to requesting a final inspection, the developer shall submit as built plans and all other certification and tests as required by this title or chapter 11, "Standard Specifications For Improvements", of this title as adopted by the village.
2. Request For Inspection: The developer shall make a written request to the village engineer for a final inspection of all or a portion of the improvements. Partial inspections shall be performed only on completed sanitary sewer system and/or water mains, with permission of the village engineer, on one or more separate sections of the platted subdivision. The village engineer or his representative shall either perform the inspection of improvements or deny the request for inspection of improvements within fourteen (14) days from the receipt of the request for final inspection.
3. Final Inspection: The final inspection shall be performed jointly with the developer or his representative and the developer shall supply all labor required to facilitate the inspection.
4. Denial Of Request: Reasons for denial of a request for inspection shall be given in writing by the village engineer and shall specifically refer to the requirements of the approved engineering plans for the improvements.
5. Appeal: All denials are appealable to the village board upon written request made within fourteen (14) days of the village engineer's decision.

C. Recommendation Of Village Engineer: The village engineer or his representative shall recommend acceptance of the improvements if the improvements meet all requirements of the

approved engineering plans, applicable village ordinances and village standard specifications for improvements and shall notify the developer in writing of said recommendation of acceptance.

D. Additional Work:

1. Determination Of Additional Work: In the course of inspecting the improvements, the village engineer or his representative may determine that additional work is required on the improvements in order to meet the requirements of the approved engineering plans, applicable provisions of this code and [chapter 11](#) of this title. Each determination of the need for additional work shall specifically refer to an explicit requirement of the approved engineering plans, applicable provisions of this code and [chapter 11](#), "Standard Specifications For Improvements", of this title.
2. Punch List: All items requiring additional work shall be noted on a punch list which, unless subject to the exception described below, shall be signed by the village engineer or his representative and shall be given to the developer or his representative at the completion of the inspection.
3. Termination Of Inspection: However, the inspection shall be terminated after ten (10) specific repairs, additions or rejections per one thousand feet (1,000') of roadway centerline improvements, on the average are logged on the punch list during the course of the inspection and the village engineer or his representative shall leave the site of the inspection. The village engineer or his representative shall file the terminated punch list in the office of the village engineer and make it available to the developer upon request. (Ord. 604, 9-8-1994)

12-6-16: SANITARY SEWAGE PUMPING STATIONS:  

Sanitary lift stations and appurtenances shall comply with [chapter 11](#), "Standard Specifications For Improvements", of this title. (Ord. 604, 9-8-1994)

12-6-17: NONSTANDARD AT GRADE PAVEMENT IN DRIVEWAY RIGHT OF WAY APRONS:  

- A. Installation Required: All drive aprons throughout the subdivision shall be installed at grade and may be of a nonstandard pavement material as approved by the village of Sugar Grove.
- B. Building Permit: All driveway aprons must be issued a building permit and have a recorded deed restriction/hold harmless release of liability agreement recorded with the county recorder's office prior to installation.
- C. Damage By Village: Any damage caused by the village within the right of way shall not entitle the owner to reimbursement for any nonstandard pavement material.
- D. Nonstandard Aprons: All nonstandard driveway aprons constructed prior to May 17, 2011, shall be permitted to remain, subject to submittal of a deed restriction/hold harmless release of liability agreement. (Ord. 2011-05-17, 5-17-2011)

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: _____	Permit Type					
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"/>
Start Date _____	End Date _____					
Description of Work:						
Property Information						
Address		Lot	Subdivision		Parcel Number	
Property Owner Name		Email Address			Phone	
Property Owner Street Address		City		State	Zip	
Contractor Information						
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.