

MASONRY MAILBOX PERMIT

REQUIRED APPLICATION MATERIALS

Hard copy permit submittal of all documents must include:

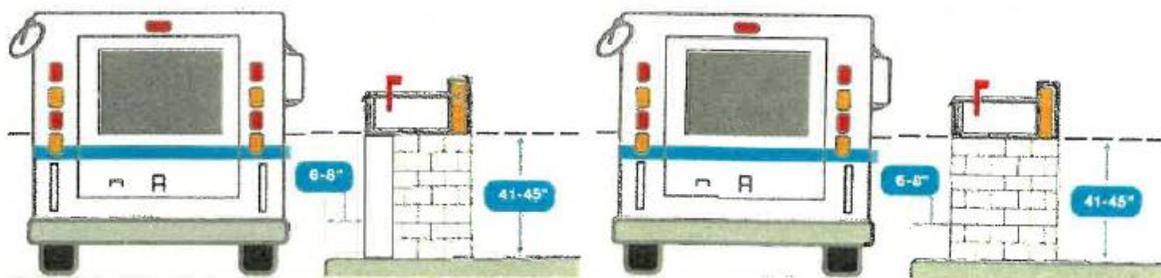
- Permit application form (<https://southbarrington.org/application-forms/>)
- Two (2) copies of Plat of Survey showing location of mailbox on property
- Two (2) copies of mailbox design and description with measurements
- Two (2) copies of elevation view
- Copy of Contract Proposal with estimated cost of construction
- \$100.00 application fee (*cash and check only: checks payable to the Village of South Barrington*)
- \$132.50 permit fee (*cash and check only: checks payable to the Village of South Barrington*)

WAIVER OF CLAIMS AND ACKNOWLEDGMENT:

Prior to issuance of approved permit, property owner will be required to sign and notarize the **Waiver of Claims and Acknowledgement form** provided by the Village. The permit will not be issued without this completed form. A signed copy will be provided to the property owner for their permanent records.

PLACEMENT OF THE MAILBOX RECEIPTCLE:

- Position your mailbox 41” to 45” from the road surface to the bottom of the mailbox or point of mail entry.
- 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 4” high, reflective, contrasting color house numbers on each side of the mailbox. If your mailbox is on a different street from your house, the full house address must be displayed.



PERFORMANCE BOND DEPOSIT:

Performance bond deposits of \$500.00 (cash or check) are required from both the contractor and the property owner at the time permit is issued. If any damage occurs to Village streets, curbs, easements, or other public property as a result of construction or landscaping work, the deposit may be retained until the issue is corrected to the satisfaction of the Village Building Department.