



Village of Tinley Park - Community
Development Department
Brick Mailbox Installation
Requirements

16250 S. Oak Park Avenue
Tinley Park, Illinois, 60477
(708) 444-5100
building@tinleypark.org
www.tinleypark.org

The following items are necessary to process your application. If anything is missing, your application will be considered incomplete and will not be processed.

- Date of Application
- Name of Owner of Property and Phone Number
- Project Address
- Description of Project
- Provide drawings of mailbox with dimensions (length, width, height)
- Provide waiver form signed by all property owners and notarized.
- Cost of Project
- All contractors hired on the project: Name, Address, and Phone Number
- Copy of written contract from **ALL** contractors hired to work on the project.
- Sign and Date Permit Application

Brick mailboxes construction requirements are as follows:

1. Masonry mailbox structures shall not be more than two (2) square feet in size (24 inches by 24 inches) and no more than five (5) feet in height.
2. The bottom of the mailbox itself should be 42 inches above the ground.
3. The front edge of the masonry structure shall not be set closer than fifteen (15) inches from the rear edge of the curb or within two (2) feet of the Buffalo Box, or within ten (10) feet of a fire hydrant.
4. The front of the mailbox itself shall not be closer than six (6) inches nor further than fifteen (15) inches from the rear edge of the curb.
5. Install a concrete footing of no less than 42 inches in depth (below existing grade). Min. 4" concrete foundation exposed above grade. Weeps holes required min. 1 per side located in first course above concrete pier.
6. The structure shall not be constructed to pitch more than 6 inches from the center line perpendicular to the rear of the footing nor shall the portion of the structure that is to contain the mailbox be cantilevered more than 6 inches from the perpendicular plane of the structure.
7. Call for concrete inspection prior to any pouring of concrete (24-hour notification required). Pier is required to have forms.
8. A waiver must be signed and submitted at the time of the permit application.

Please do not place garbage cans or park cars in front or close to your mailbox. This may result in the non-delivery of your mail. Carriers are on a strict schedule, and by regulation exiting their vehicles involves putting the vehicle in park, shutting off the engine, removing their seatbelt, repositioning mail within the vehicle, and opening the door before they can even get out to deliver to an obstructed mailbox, repeating these steps in reverse to resume their route. This is very time consuming. If you have questions for the Tinley Park Post Office Postmaster, the number is (708) 532-3131

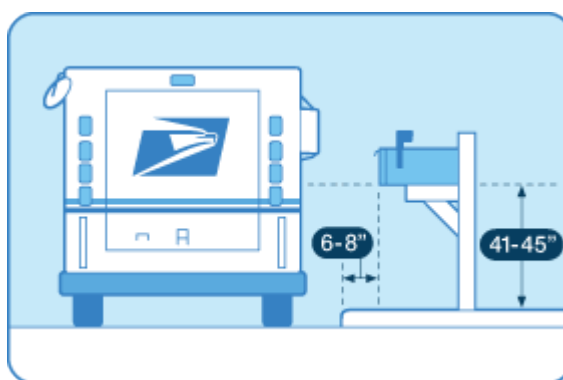
If you have any questions, please contact the Community Development Department at (708) 444-5100

US POSTAL MAILBOX GUIDELINES

Because of varying road and curb conditions, the Postal Service™ recommends that you contact your local postmaster for approval of the location of your mailbox before you put it up.

Put a roadside mailbox where a carrier can safely reach inside without leaving the truck. That means positioning it about 41” to 45” off the ground and back about 6” to 8” from the curb. In the absence of a raised curb, contact your local postmaster for guidance.

If you live in the city and are attaching the box to your house, just make sure it can be accessed easily from your sidewalk, steps, or porch. Because city carriers often shoulder heavy bags, put your mailbox about 4’ from the ground. That way, your carrier won’t have to stretch or bend to reach it. And remember to keep the path to your mailbox clear in inclement weather.



From the wear and tear of daily use to constant assault from the elements, these guidelines will help you set up a mailbox that stands up to it all.

If you’re buying a new mailbox, look for the Postmaster General’s seal of approval; every new mailbox design should be reviewed and approved before it goes to market.

If you opt to construct your own mailbox, you should run your plans by your local postmaster. Overall, the mailbox you build will need to meet the same size, strength, and quality standards as manufactured boxes.

The house or apartment number should be clearly displayed on your mailbox. And, if your mailbox is on a different street than your house, the street name should appear on it, too.

If you’re mounting a curbside mailbox on a post near the street, the support should be secure and safe. The best supports are designed to bend or fall away if a car hits them.

The Federal Highway Administration recommends:

1. A wooden mailbox support no bigger than 4” x 4”
2. A 2”-diameter standard steel or aluminum pipe
3. Bury your post no more than 24” deep, so it can give way in an accident.
4. Don’t use potentially dangerous supports, such as:
 - a. Heavy metal pipes
 - b. Concrete posts
 - c. Farm equipment, such as milk cans filled with concrete.
5. In areas with lots of snow, we suggest a semi-arch or extended arm-type support. That way, snowplows will be able to sweep under without knocking it down.

THIS DOCUMENT WAS PREPARED BY:

Village of Tinley Park
Building Department
16250 S. Oak Park Avenue
Tinley Park, Illinois 60477

AFTER RECORDING RETURN TO:

Village of Tinley Park
Clerk's Department
16250 S. Oak Park Avenue
Tinley Park, IL 60477
Attn: Laura Godette

[The above space for recording purposes]

RIGHT-OF-WAY ENCROACHMENT WAIVER AND AGREEMENT

RE: Proposed Public Right-of-Way use for brick paver/decorative concrete/asphalt driveway approach/brick mailboxes/lawn sprinkler heads/decorative landscaping and/or proposed easement encroachment for pool/deck/fence/shed/retaining wall/patio and/or service walk.

I/We, _____, represent that I/we are the legal owner(s) ("Owner")

of real property commonly known as:

_____, Tinley Park, Illinois 604____.
insert property address

PIN(S): _____

A document containing a legal description of said property is attached and made a part hereof as "EXHIBIT A".

Owner is undertaking the following Project that will encroach on the Public Right-of-Way or easement for the benefit of Owner and the above-stated real property:

Project: _____

Owner understands and acknowledge that the Village Code does not allow for the construction of a driveway in the public right-of-way surfaced with any material other than concrete or asphalt. Owner agrees that the driveway to be constructed in the public right-of-way at the above address out of brick paver/decorative concrete/embossed or colored asphalt will be the responsibility of the Owner to maintain, repair, and replace if necessary, due to any damage by the Village or other public agencies, or due to normal wear and tear.

Owner further understands and acknowledges that, on streets without curbs, the decorative drive must end no less than two feet from the edge of existing pavement.

Owner understands and acknowledges that the Village will allow the construction of a pool/deck/fence/shed/retaining wall/patio and/or service walk encroaching upon an easement to require the written permission of each utility affected by the subject construction.

Owner agrees and acknowledges that the pool/deck/fence/shed/retaining wall/patio and/or service walk encroaching upon the easement at the above address, will be the responsibility of Owner to maintain, repair, and replace if necessary, due to any damage by the Village or other public agencies, or due to normal wear and tear.

Owner also understands and acknowledges that Village Codes do not permit any obstructions in the Public Right-of-Way and that any lawn sprinkler systems, brick mailboxes, decorative landscaping placed upon the public right-of-way will be the responsibility of Owner to maintain, repair, and replace if necessary, due to any damage by the Village or other public agencies, or due to normal wear and tear.

Owner covenants and agrees that all construction taking place on the Project will be in accordance with the Village Building Codes.

Owner, as a condition of the Village of Tinley Park granting permission to utilize the Public Right-of-Way and/or easement encroachment for the aforesaid purposes, covenants and agrees not to sue and to protect, indemnify, defend, and hold harmless the Village of Tinley Park against any and all claims, costs, actions, losses, demands, injuries and expenses of whatever nature ("Claims"), including, but not limited to attorneys' fees, relative to such uses being located in the Public Right-of-Way and/or easement encroachment and/or arising from acts or omissions by the Owner, his or her contractors, sub-contractors, or agents or employees in maintaining the same and/or conjunction with the use of the public right-of-way and/or easement encroachment for the aforesaid purposes.

Owner understands that the terms and conditions contained herein apply uniquely to the Public Right-of-Way and easement on or adjacent to the benefitting real property at the above address as legally described in **Exhibit A** and it is the intent of Owner and the Village to have the terms and conditions of this instrument run with the benefitting real property legally described in **Exhibit A** and be binding on subsequent owners and purchasers of the benefitting real property.

This document shall be notarized and recorded with the Cook or Will County Recorder of Deeds, as applicable.

I, _____, _____ of the Village of Tinley Park, certify that this document is being recorded by and for the benefit of the Village of Tinley Park, Cook and Will Counties, Illinois.

Village of Tinley Park, Cook and Will Counties, Illinois

By: _____

Name: _____

Title: _____

NOTARY: STATE OF ILLINOIS, COUNTY OF _____) SS

I do hereby certify that _____ is personally known to me to be the _____ of the Village of Tinley Park, an Illinois municipal corporation (the "Village"), is also known to me to be the same person whose name is subscribed above to the above instrument, and appeared before me this day in person and acknowledged that as such, he signed and delivered the said instrument pursuant to authority given him by the Village Board of Trustees, as their free and voluntary act, and as the free and voluntary act and deed of the Village, for the uses and purposes therein set forth. Given under my hand and notarial seal this _____ day of _____, 20__.

Notary Signature: _____

[SEAL]