



Municipal Center

4900 Village Commons
Matteson, IL 60443
708-283-4900
Fax: 708-748-5196
www.villageofmatteson.org

Administration

Village Administrator
708-283-4950
Office of the Village Clerk
708-283-4914

Community Development

Building Services

708-481-8313
Fax: 708-748-2326

Planning & Zoning

708-283-4944

Economic Development

708-964-2000

Finance

708-283-4900

Fire Department

3445 211th Street
708-748-5129
Fax: 708-283-6606

Fire Prevention Bureau

708-748-5129
Fax: 708-283-6606

Human Resources

708-283-4949

Police Department

20500 S. Cicero Ave.
Administrative Division
708-748-4085
Fax: 708-748-7364
Non-Emergency
708-748-1564

Public Works

21146 Tower Ave.
Parks Maintenance
708-748-1411
Fax: 708-503-3120
Water Billing Services
708-283-4790

Recreational Services

20642 Matteson Ave.
708-441-4500
Fax: 708-441-4259

January 14, 2021

To Whom It May Concern:

RE: Donation / Collection Container Permit Requirements Policy

It is the village's position that any donation or collection containers must be approved by the village prior to any donation boxes or collection containers being placed within the village. The process for approval of Donation and Collection Containers are as follows:

- An application must be filled out with the Building Department.
- A review of the application will be conducted by the Community Development Director (CDD). The Director will determine, grant or deny the application.

No container may be placed on any property until the application has been approved. The applicant will need to fill out a Special Use Permit Form. The Application must also include the following information:

- Contact Information for the responsible party to maintain the containers
- Map showing the container location and logo designation on the container
- Non-Refundable application fee of \$30.00, paid to the Village of Matteson, with an annual renewal fee of \$30.00.

The Organization or Businesses will be solely responsible for the maintenance and upkeep of said containers. Violators may be subject to fines and/or removal of the containers. If it has been determined that your business has an unapproved container or containers on the property, you will have 15 days from the time of this notice to have the container or containers removed from the property. Once your application has been approved, you may have the containers placed back on the property. Failure to comply with this notice may result in fines and penalties as well as permanent removal of said donation boxes or collection containers.

Thank you for your corporation, and please let us know if you have any question or concerns on this issue.

Sincerely,
Chris Bielefeld

Senior Code Enforcement Inspector
Office (708)-283-4938
Cell (708) – 417-6479
E-mail cbielefeld@villageofmatteson.org

CC: Ernest R. Roberts III, P.E., PMP - Director of Community Development
Zatonya McCoy – Deputy Director of Community Development