

Maine Township Road District
1401 Redeker Road, Des Plaines, IL 60016
Phone (847) 297-5225
Fax (847) 297-8723

Instructions and Requirements for Waiver Letters

Waiver Letters by Appointment Only

Residents: Write a short note including your name, address and phone number requesting a permit waiver letter including the following information and/or attachments:

1. Name, Address and Phone number of your contractor.
2. Interior work, scope of work to be performed, i.e. roof, interior remodel, etc.
3. Exterior or land work we require a copy of the Plat of Survey showing proposed location of fence, shed, etc. with measurements on survey. For fence state height and type, (*i.e. Six foot wood fence or five foot chain link or 8' by 10' wood shed*).
4. Cook County Permit Application Number

Contractors: On your Company Letterhead write a short note requesting a permit waiver letter including the following information and/or attachments:

- Name, Address and Phone number of our resident.
- Interior work, scope of work to be performed, i.e. roof, interior remodel, etc.
- Exterior or land work we require a copy of the Plat of Survey showing proposed location of fence, shed, etc. with measurements on survey. For fence state height and type, (*i.e. Six foot wood fence or five foot chain link or 8' by 10' wood shed*).
- Cook County Permit Application Number

Fee for Waiver Letter is \$25.00

Date: _____

RE: Property Address, City & Zip Code: _____

Dear Highway Commissioner Provenzano:

I am requesting a Waiver Letter for the project described below:

Owner Information

Owner Name: _____

Owner Address, City & Zip Code: _____

Owner Phone Numbers: Home: _____ Work: _____ Cell: _____

Contractor Information

Contractor Name: _____

Contractor Address, City & Zip: _____

Contractor Phone Numbers: Office: _____ Fax: _____ Cell: _____

Scope of Project

Interior Exterior

Brief Description: _____

Additional Information

Cook County Application Number (if you have been assigned one): _____

Fee for Waiver Letter - \$25.00 (cash or check only) Cash Check #: _____

Sincerely,

Signature

Print Name

Waiver Letter Requested by: Owner of the property Applicant as Agent for Owner