

MAILBOX POLICY

PURPOSE:

The purpose of this policy is to establish requirements for the installation of mailboxes along street right-of-way that provide for efficient snow clearance and right-of-way maintenance and enhance traffic safety and to establish standards for reimbursing property owners for damage done to mailboxes by Village equipment.

REQUIREMENTS FOR THE INSTALLATION OF MAILBOXES:

All curbside mailboxes installed must comply with the following requirements:

1. The bottom of the mailbox shall be between 41 inches and 45 inches from the top of the pavement as defined by United States Postal Service (USPS) installation requirements.
2. The front face of the mailbox shall be between 6-8 inches from the face of the curb or, on streets without curb, the edge of the pavement, as defined by USPS installation requirements.
3. The mailbox support post construction shall meet the following standards:
 - a. The mailbox support structure shall not be constructed of masonry or concrete material.
 - b. Mailbox support structure shall comply with AASHTO's Roadside Design Guide, section 4.6.5 Mailbox supports, and Federal Highway Administration (FHWA) standards.
 - c. Mailbox support structures shall:
 1. If wood, be no greater than either 4 inches by 4 inches if the structure is square or 4 inches in diameter if the structure is rounds;
 2. If metal, have strength no greater than a 2-inch diameter standard strength steel pipe; and
 3. Not be embedded more than 24 inches into the ground nor set in concrete, unless the support design has been shown to be safe by crash tests. Instead, use 1/4" screenings (1/4" gravel with fines) or compacted sand.

MAILBOX DAMAGE REIMBURSEMENT:

The Village will no longer repair or replace damaged mailboxes or support posts. Instead, the Village will consider reimbursement up to a maximum of \$50 (copies of receipts and a picture of

damage are needed) for damaged mailboxes along Village streets only when it has been determined that:

1. The damage was caused by actual physical contact with Village equipment;
2. The mailbox is of standard design and placed in conformance with this policy; and
3. The mailbox and post were in good condition.

The Village will not reimburse for mailboxes damaged along Village streets when the Village has determined that:

1. The mailbox was not of standard design or not placed in conformance with this policy even though it might have been damaged by Village equipment;
2. The mailbox and post were not in good condition; or
3. The weight of plow windrow (objects, snow, sleet, ice, etc. exiting the end of the plow) resulted in damage to the mailbox and/or support structure.

Mailbox damage must be reported as soon as the incident occurs to qualify. Receipts must be turned in to the public works department or Village Clerk within 30 days after the incident to qualify for reimbursement.

Approved: January 3, 2023