

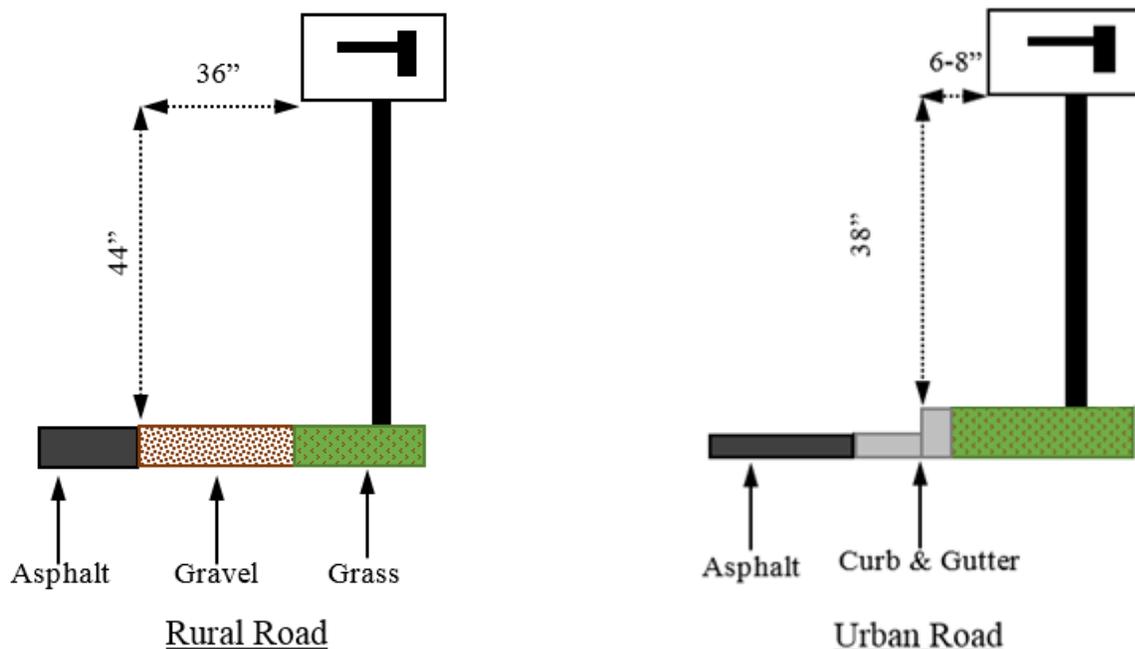
## Mailbox Placement and Replacement Policy

This is a guide to residents on proper installation of a mailbox as well as other mailbox information. All mailboxes need to be installed according to the United States Postal Service Guidelines, which are detailed below.

### Mailbox Placement and Installation

1. Mailbox door must be 6 to 8 inches behind the back edge of the curb for a street with curb and gutter. Mailboxes in areas without curb and gutter should be placed on the shoulder with the door being 3 feet from the outer edge of the asphalt surface or 1 foot behind the gravel edge on unpaved streets.
2. Mailbox height should be 38 inches from the top of the curb to the bottom of the mailbox for areas with a standard 6 inch curb height, or 44 inches from the top of the street or gravel to the bottom of the mailbox for areas without curb and gutter.
3. Acceptable supports for mailboxes include either a wooden post no bigger than 4" x 4" or a 2" diameter soft metal post.
  - a. DO NOT use concrete to secure the mailbox post, instead posts should be compacted with sand or gravel.
4. Decorative mailboxes that have massive supports such as telephone type pole sections, heavy metal posts, concrete posts, brick or stone posts, brick planters, antique farm equipment or other similar objects are prohibited because they do not meet federal break-away standards. Any supports must be designed so that if struck, it will bend away from the striking vehicle to prevent severe damage to the vehicle or injury to the traveling public.
5. Street number should be posted on your mailbox.

The box and base should be strong enough to withstand flying snow and slush from traffic and snowplows.



## **Mailbox Replacement**

Snowplow operators try to plow as close to mailboxes as possible without hitting them. However, mailboxes do occasionally get damaged.

If a mailbox is directly struck by snow removal equipment, and the mailbox conforms to U.S. Postal Service specifications as listed above the Village of Weston will reimburse for a new mailbox up to a maximum of \$50 (copies of receipts are required). If Village staff is able to repair the mailbox with minimal effort, a repair of the damaged mailbox will be made. Typically if a mailbox is hit directly by snow removal equipment the post will be sheared off at the ground surface.

Mailboxes tipped, damaged, or knocked down by the weight of the snow **WILL NOT** be eligible for reimbursement. Mailboxes that lean toward the street or have decorative items which cross into the street and no longer meet the U.S. Postal service specifications listed above are considered to be noncompliant. Additionally, the Village will not be responsible for damage to mailboxes with inadequate materials such as rotted wood posts. Cracked or rotted posts will fail when snow from the plow pushes against the mailbox. Property Owners should conduct regular inspections and perform routine maintenance on their mailboxes to ensure the mailbox is able to withstand snow and ice loads.

If your mailbox is damaged as a result of municipal operations please call the Department of Public Works at (715) 359-6114 to report it. The Director of Public Works or a designee will investigate all damaged mailbox reports that are received. All claims must be reported within 1 week of damage. All claims will be investigated and if it is deemed that damage is due to snow or ice off of the blade of a plow, the Village will not be responsible because a properly installed mailbox should be able to withstand these forces.

When a mailbox is damaged the Village will first evaluate whether temporary or permanent repairs can be made. If repairs cannot be made, the Village will install a temporary mailbox until repair/replacement is completed after the snow has melted and frost is gone. The Village will retrieve any temporary mailbox by May 15th from any residence that did not have a properly installed mailbox.

In general, avoid installation of paper boxes, flower planters, or other attachments beneath the mailbox. If these items are installed they should be set back at least 10 inches from the front of the mailbox. The Village will not be responsible for damage to these items from snow discharge.

### **Reminder**

Homeowners are reminded to clear snow away from their mailbox area after each plowing. If too much snow builds up the Postal Service may not be able to deliver or collect mail.