

MAILBOX INSTALLATION

When new home or building construction or mailbox replacement takes place within the Village, mailbox installation shall conform to the following requirements:

1) The mailbox support shall be a wood post, steel pipe, or steel channel installed no more than inches in the ground. THE LOCAL POST OFFICE SHOULD BE CONTACTED FOR HEIGHT REQUIREMENTS. The support shall be the following dimensions:

- a) Square wood post: 4 x 4 inch nominal
- b) Round wood post: 4 inch diameter
- c) Steel Post: 1 1/2 inch diameter
- d) Steel channel: Shall not weigh more than 2 pounds per foot

Dimensions exceeding these are unacceptable and in violation of the Village Municipal Code.

2) The support shall NOT BE SET IN CONCRETE, nor is a base plate acceptable. Anti-twist flanges may be installed on the pipe or channel supports but shall not be imbedded more than 10 inches into the ground.

3) The box-to-post attachment shall be sufficient to prevent the separation of the box from the support post when struck.

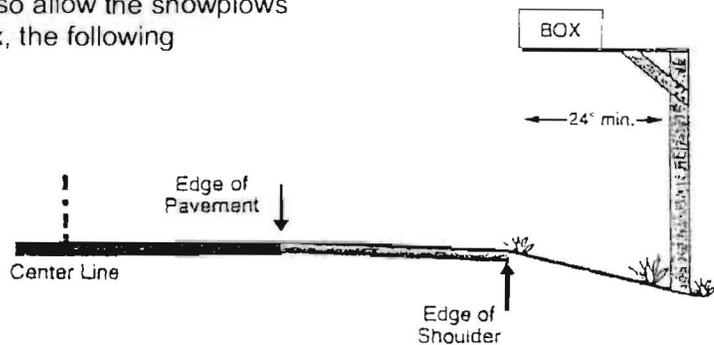
4) Mailboxes should be placed on the shoulder of the roadway with the mouth of the mailbox being positioned 3 feet from the outer edge of the asphalt surface. If the existing shoulder is more or less than 3 feet, contact the Public Works Department for proper mailbox placement. In areas where there is curb and gutter, the mouth of the mailbox should be positioned at the back of the curb.

5) Prior to installation of any type of mailbox within 200 feet of any intersection, a permit shall be obtained from the Building Inspection Department, to be signed by the Public Works Manager or his designated representative, approving site location.

6) Prior to multiple or cluster-type mailbox installation within Village limits, a permit shall be obtained from the Building Inspection Department, to be signed by the Public Works Manager or his designated representative approving site location.

RECOMMENDED MAILBOX INSTALLATION

To avoid damage to your mailbox and also allow the snowplows to remove snow from under your mailbox, the following dimensions are recommended.



Placing a mailbox a short distance away from driveways and intersections helps to avoid vision-restricting snow banks and also damage to your mailbox. The box and base should be strong enough to withstand flying snow and slush from traffic and snowplows.

Postal Service Reminder: Keeping the approach to your mailbox cleared of snow, vehicles, and other objects permits the carrier to drive up to your mailbox to deposit and collect mail without leaving the vehicle. Please clear the approach to and exit from the mailbox on both sides to allow the carrier to drive ahead rather than back up the vehicle after delivery.

STREET LIGHTS

The street lights in the Village limits are the responsibility of the Village. If you notice a street light out, make a note of the exact location and the "pole number" which is designated on a tag on the pole and call 345-5257 or 345-5250 to report the outage.

MAILBOX POLICY

Snowplow operators use a great deal of care when plowing our Village streets under sometimes very difficult conditions. However, accidents can happen and mailboxes may be damaged.

Upon written or telephone notification by the property owner within one (1) week of damage, the Village will conduct an investigation of the alleged damage. The investigation will be conducted by the Public Works Manager or his/her designee.

Should the Public Works Manager or his/her designee determine that the damage was due to improper installation, deteriorated posts and mounting material, or for any other reason other than being physically hit by Village equipment, the Village of Plover will not be responsible for damage to the mailbox or post. The replacement will be at the property owner's expense.

Should the Public Works Manager or his/her designee determine that the mailbox was properly installed and not otherwise defective and damage was made by physical contact by Village equipment, the Village will repair/replace the mailbox, in the Villages discretion. Replacement will be with a treated 4" x 4" wooden pole and a common metal or plastic mailbox, at a cost not to exceed \$35.00.

A. Mailboxes tipped, damaged, or knocked down by the weight of the snow **will not** be repaired or replaced by the Village. Since the trucks cannot plow directly up to the edge of a mailbox, residents will need to clear the area around the mailboxes according to the United States Postal Service specifications in order to help mail delivery. Newspaper boxes will not be repaired, replaced, or reinstalled by the Village.

B. The Village **will not** replace decorative mailboxes or posts of any kind. Should the investigation determine that the Village equipment damaged a decorative mailbox, the property owner shall present a receipt and verification that the mailbox pole meet the break-a-way requirements to the Village offices in order to receive reimbursement, not to exceed \$35.00.

C. Should the property owner dispute the findings of the Public Works Personnel, they may request the matter be placed on the agenda for the next Public Works Committee meeting for discussion.

D. As a service to our residents, if damage is deemed the Village's responsibility, Public Works Personnel may install a temporary mailbox when the existing mailbox is deemed unusable, if conditions do not allow for the timely installation of a permanent mailbox. The temporary mailbox may remain until the permanent mailbox has been installed, not to exceed four (4) months.

The Village Board does hereby further resolve this Policy shall be effective following its adoption.

ADOPTED: FEBRUARY 3, 2010

AMENDED: DECEMBER 18, 2013

467-3. Obstructions and encroachments; mailboxes.

A. Prohibited. No person shall encroach upon or in any way obstruct or encumber any street, alley, sidewalk, public grounds or land dedicated to public use, or any part thereof, or permit such encroachment or encumbrance to be placed or remain on any public way adjoining the premises of which he is the owner or occupant, except as provided in Subsection B below.

B. Exceptions. The prohibition of Subsection A above shall not apply to the following:

(1) Public utility encroachments duly authorized by state law or the Village Board.

(2) Temporary encroachments or obstructions authorized by permit granted pursuant to § 66.0425, Wis. Stats.

(3) Excavations and openings permitted under § 467-2 of this chapter.

(4) Mailboxes. When new home or building construction or mailbox replacement takes place within the Village, mailbox installation shall conform to the following requirements: [Amended by Ord. No. 10-89; Ord. No. 35-91; Ord. No. 1-94]

(a) The support shall be a wood post, steel pipe or steel channel installed no more than 24 inches in the ground. The post office should be contacted for height requirements. The support shall be the following dimensions:

[1] Square wood post: four inches by four inches nominal.

5. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

6. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

[2] Round wood post: four inches in diameter.

[3] Steel post: 1 1/2 inches in inside diameter.

[4] Steel channel: shall not weigh more than two pounds per foot.

(b) Dimensions exceeding the above are in violation of this section.

(c) The support shall not be set in concrete nor is a base plate acceptable. Anti-twist flanges may be installed on the pipe or channel supports but shall not be imbedded more than 10 inches into the ground.

(d) The box-to-post attachment shall be sufficient to prevent the separation of the box from the support post when struck.

(e) Mailboxes shall be placed on the shoulder of the roadway with the mouth of the mailbox being positioned four feet from the outer edge of the asphalt surface. If the existing shoulder is less than four feet in width, the Public Works Department shall be contacted for proper mailbox location. In areas where there is curb and gutter, the mouth of the mailbox shall be positioned at the back of the curb.

(f) Prior to installation of any type of mailbox within 200 feet of any intersection, a permit approving site location shall be obtained from the Building Inspection Department, to be signed by the Public Works Manager or his designated representative.

(g) Prior to multiple or cluster-type mailbox installation within the Village limits, a permit approving site location shall be obtained from the Building Inspection Department, to be signed by the Public Works Manager or his designated representative.