

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 24 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: 4x4 inch nominal
- b) Round wood post: 4 inch diameter
- c) Steel Post: 1½ inch diameter
- d) Steel channel: Shall not weight more than 2 pounds per foot

Dimensions exceeding these are unacceptable and in violation of ordinance.

- 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 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.

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.

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 \$25.00.

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 \$25.00.

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.