



Village of Plover

## MAILBOX INSTALLATION INFORMATION

by: Public Works Department  
Phone: 715-345-5257

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

### **THE LOCAL POST OFFICE SHOULD BE CONTACTED FOR HEIGHT AND LOCATION**

**REQUIREMENTS.** A new requirement, by the postal service, is for residents to purchase the T4 generation mailbox. When a mail box notice is received by the Post Office to fix a deficiency, you will have ten days to correct it. Contact the Plover Post office at (715) 344-7342 for further information.

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: 1 1/2 inside 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

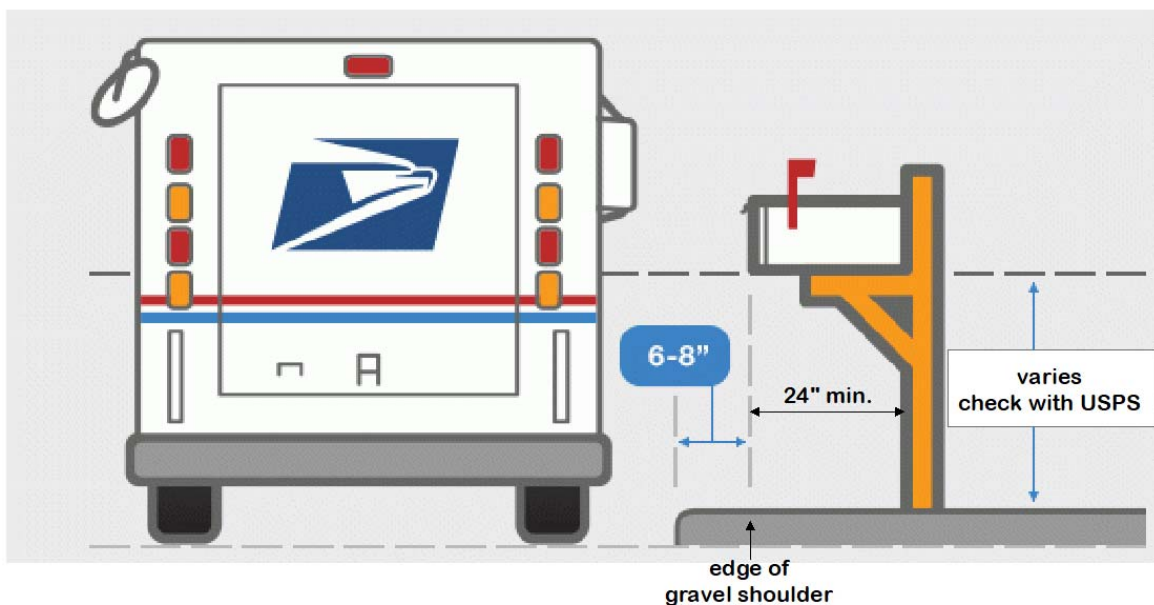
proper mailbox placement. In areas where there is curb and gutter, the mouth of the mailbox should be positioned at the back of the curb.

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 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.