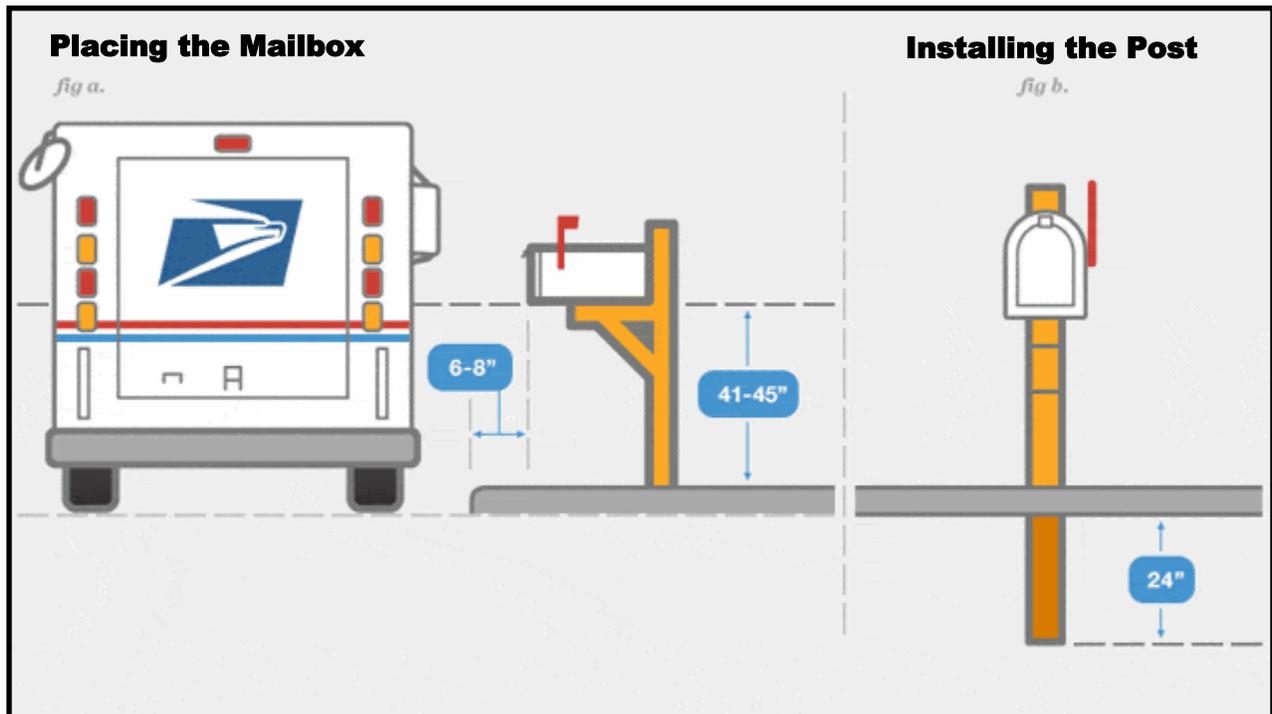


# MAILBOX REPAIR POLICY

The City's plow operators make every effort to avoid damage to areas adjoining the street, but in difficult weather situations such damage may occur. To prevent damage, please do not place landscaping items or other intrusions in the street Right-of-Way (ROW). Items intruding on the ROW will not be repaired or replaced by the City if damaged during snow removal operations. Garbage and recycling containers should be placed **behind the curb** so they do not interfere with plowing. These containers will not be repaired or replaced if damaged during snow removal.

Individual residential mailboxes damaged during removal will not be authorized for repair unless there is physical evidence that the snow removal vehicle is deemed to have **hit** the mailbox, the City will reimburse the property owner up to \$75.00 with original receipts up to 180 days from incident. If the mailbox is damaged due to the weight of the snow built up on the boulevard, it is the responsibility of the property owner to repair or replace the mailbox.

Sod damaged during snow removal will be repaired the following spring. The City will make the repair using **black dirt and grass seed**.



## Placing the Mailbox (fig. a)

Here are some helpful guidelines to follow when installing your mailbox:

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.

## Installing the Post (fig. b)

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

- A 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).
- Bury your post no more than 24" deep.

**These are the requirements for the City and the U.S. Post Office.**