

## **VILLAGE POLICY ON MAILBOXES**

All mailboxes are owned and maintained by the property owner.

Mailboxes must meet the United States Postal Service (USPS) requirements.

- The front of the box should not extend past the curb
- The post must be firmly set in the ground and not be cracked, rotted or rusted
- The box must be attached securely to the post

Mailboxes must be built and maintained to contend with all weather conditions. Snow removal is considered incidental for winter weather. If built properly, mailboxes should withstand the snow coming off of the plow.

Damaged mailboxes will only be replaced by Public works if our equipment hits the mailbox directly. If the mailbox is damaged due to the snow coming off the plow, we will not replace it.

If PW is responsible for damages as listed above, the maximum claim will be the current installed cost of a mailbox that meets the minimum USPS standard. 2011 cost is \$360.

Public works has a limited number of temporary mailboxes that can be provided to residents that need to wait for favorable weather in order to repair or replace their mailbox. They will be assigned on a first-come, first-served basis.