

# Village of East Troy

## Mailbox Policy

### 1. PURPOSE

The purpose of this policy is to establish requirements for the installation of mailboxes along street rights-of-way that provide for efficient snow clearance and right-of-way maintenance and enhance traffic safety and to establish standards for reimbursing property owners for damage done to mailboxes by Village equipment.

### 2. REQUIREMENTS FOR THE INSTALLATION OF MAILBOXES

**2.1** All curbside mailboxes installed must comply with the following installation requirements:

1. The bottom of the mailbox shall be between 41 inches and 45 inches from the top of the pavement as defined by United States Postal Service (USPS) installation requirements.

2. The front face of the mailbox shall be set back 6-8 inches from the face of the curb or, on streets without curb, the edge of the pavement, as defined by USPS installation requirements.

3. The mailbox support post construction shall meet the following standards:

a. The mailbox support structure shall not be constructed of masonry or concrete material.

b. Mailbox support structures shall comply with AASHTO's Roadside Design Guide, section 4.6.5 Mailbox Supports, and Federal Highway Administration (FHWA) standards.

c. Mailbox support structures shall:

i. If wood, be no greater than either 4 inches by 4 inches if the structure is square or 4 inches in diameter if the structure is round;

ii. If metal, have strength no greater than a 2 inch diameter standard strength steel pipe; and

iii. Not be embedded more than 24 inches into the ground nor set in concrete, unless the support design has been shown to be safe by crash tests.

**2.2** Mailboxes not conforming to the requirements of this policy that were located within the street right-of-way before the effective date of this policy are permitted subject to the following conditions:

1. No alteration or addition to a non-conforming mailbox is permitted except in conformity with this ordinance.

2. If any non-conforming mailbox is damaged or destroyed by any means, or if a non-conforming mailbox is removed due to street or utility construction or similar work, repair or reconstruction will be permitted only in conformity with this policy.

3. No mailbox will be allowed to exist within the Village's rights-of-way if it interferes with the traveling public or the function, maintenance or operation of the Village street system.

### **MAILBOX DAMAGE REIMBURSEMENT**

**3.1** The Village will consider reimbursement for damaged mailboxes along Village streets only when it has been determined that:

1. The damage was caused by actual physical contact with Village equipment;
2. The mailbox is of standard design and placed in conformance with this policy; and
3. The mailbox and post were in good condition.

**3.2** The Village will not reimburse for mailboxes damaged along Village streets when the Village has determined that:

1. The mailbox was not of a standard design or not placed in conformance with this policy even though it might have been damaged by Village equipment;
2. The mailbox and post were not in good condition; or
3. The weight of plowed snow resulted in the damage to the mailbox and/or support structure.

**3.3** The Village will reimburse for qualified damaged mailboxes upon receipt of a paid invoice up to \$30 to cover the cost of materials for the repair and replacement of the mailbox. The Village of East Troy will not install mailbox posts or mailboxes.

2. The mailbox and post were not in good condition; or
3. The weight of plowed snow resulted in the damage to the mailbox and/or support structure.

**3.3** The Village will reimburse for qualified damaged mailboxes upon receipt of a paid invoice up to \$30 to cover the cost of materials for the repair and replacement of the mailbox. The Village of East Troy will not install mailbox posts or mailboxes.