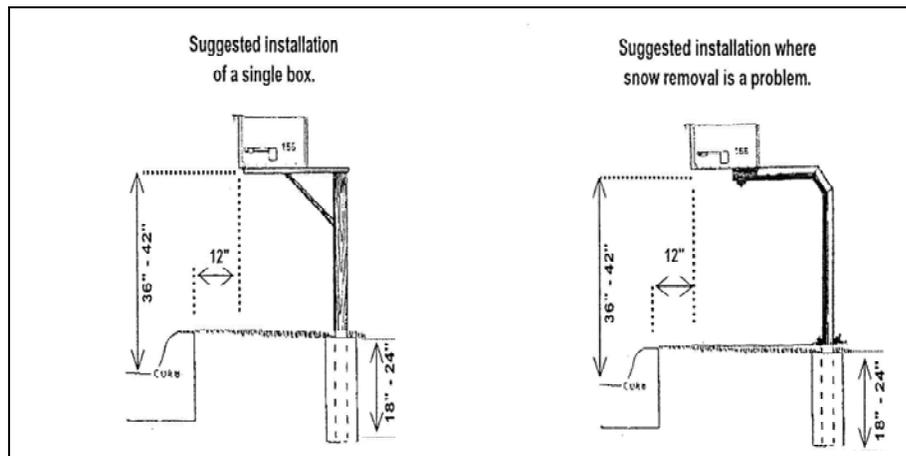


GUIDELINES FOR THE INSTALLATION OF CURBSIDE MAILBOXES

The United States Postal Service's minimum requirements for the installation of curbside mounted mailboxes are listed below.

1. The height of the mailbox must be between thirty-six and forty-two inches (36" to 42"), from the top of the street to the bottom of the mailbox.
2. House numbers of not less than one inch (1") high are required on all mailboxes, names are optional.
3. When the mailbox door is opened the front of the door should be between six and eight inches (6" to 8") from the back of the curb, or edge of the pavement if no curb is present.
4. Support post should be installed between eighteen and twenty-four inches (18" to 24") below grade.
5. All post used to support mailboxes must be neat and of adequate strength.



The City also recommends the following:

1. Mailbox support structures should be painted with a preservative to prevent rust or decay.
2. Bricks and or other masonry structures are not allowed as mailbox supports.
3. All portions of the mailbox and support structure should be 12" from the back of the curb, or edge of the pavement if no curb is present.

If a mailbox is struck by a City snowplow, repairs or replacements will be subject to an assessment.

- A. Any mailbox that does not meet the minimum set back requirements as established by the City / U.S. Postal Regulations will not be replaced.
- B. Upon an annual assessment, any mailbox determined to be in disrepair or not structurally stable, will not be replaced.
- C. Should the homeowner install a mailbox more costly than the City standard and it is damaged, the City will only replace it with standard materials or make restitution of an amount not to exceed \$50.00, after receiving receipts for the replacement or repair materials.
- D. Mailboxes meeting the City standards and damaged by City snow removal equipment, will be repaired or replaced by the City.

To report mailbox damage call the Public Works Department at 847-963-0500. The City will make temporary repairs within 48 hours of the incident being reported, provided the damage was caused by City snow removal equipment. Permanent repairs will be made in the spring.