

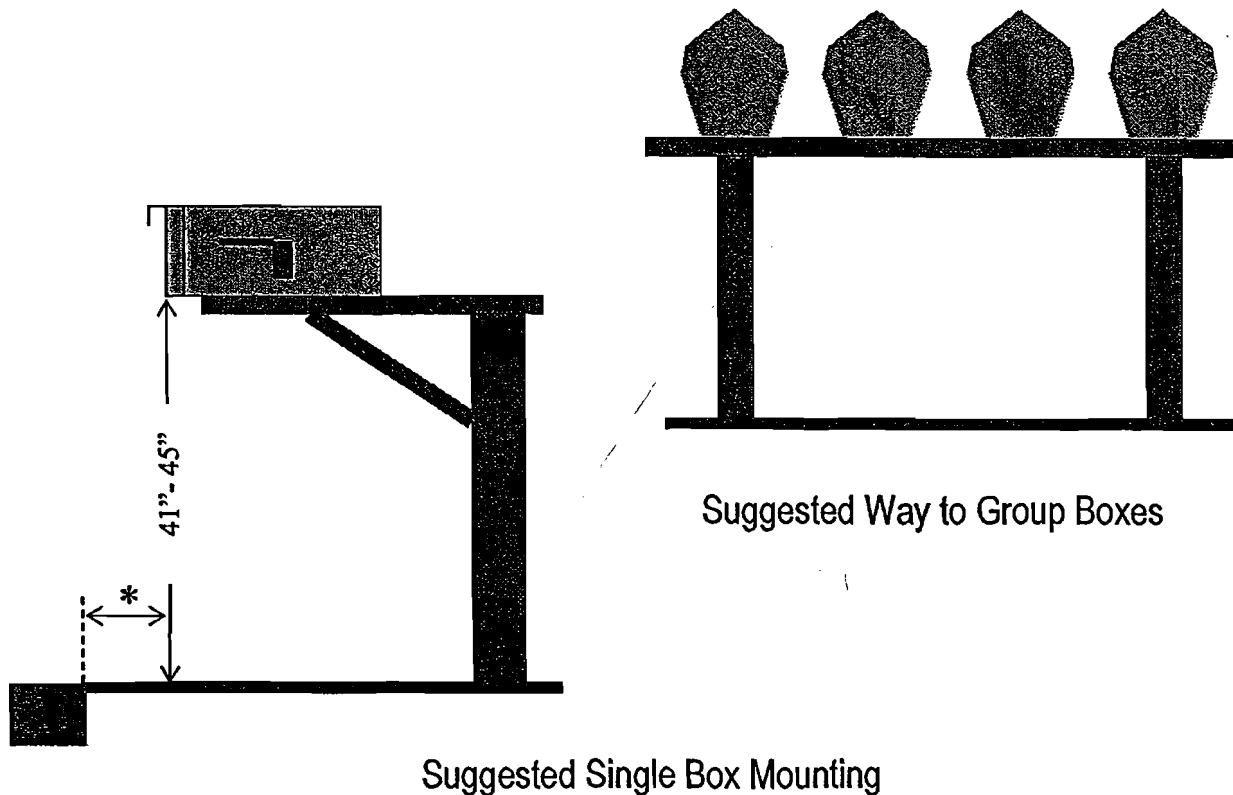
Village of West Dundee Mailbox Replacement Policy

PURPOSE:

It is the intent of this policy to define the responsibilities of the Village in the event that a private mailbox and/or elements of a mailbox are damaged, knocked down or destroyed during Village operations within the established Village Right-of Way (ROW).

- 1) All mailboxes installed within the Village ROW shall be installed per the United States Postal Service recommendations and Village standards.
- 2) In the event that a properly installed mailbox that meets Village standards is damaged, knocked down or destroyed as a result of direct, physical contact by a Village owned vehicle or equipment, as determined by the Village, it will be the responsibility of the Village to replace the mailbox or structure in kind to a maximum amount unit cost of \$75.00.
- 3) In the event that a properly installed mailbox that meets Village standards is damaged, knocked down, or destroyed as a result of snow discharge from a Village snowplow during the course of snow removal operations, the Village reserves the right to either repair the existing structure or replace the mailbox to a maximum unit cost of \$75.00.
- 4) If the homeowner chooses to repair or replace the damaged mailbox themselves, the Village can reimburse the property owner up to the maximum limit following the successful installation of the replacement structure. In order to receive reimbursement, the property owner must submit all applicable receipts or proofs of purchase with a dollar amount shown to the Director of Public Works or their designee.
- 5) In the event that a mailbox is damaged, knocked down, or destroyed as a result of Village operations, the Village shall provide a temporary mailbox to the property owner pending repair and/or replacement, if eligible.
- 6) Damage to mailboxes as a result of storm, wind, flooding, vehicular pursuits or any other natural or manmade event beyond the Village's control shall not be eligible for replacement.
- 7) All eligible claims for mailbox damage related to snow/ice control operations must be received between October 15th and before May 15th to be eligible for repairs and/or replacement per this policy. All other claims for mailbox damage as a result of Village operations must be received within 45 days from date of damage to remain eligible. Claims that do meet these time frames will be considered on a case by case basis.

Village of West Dundee Mailbox Installation Guidelines



- * 6 inches from back of curb on curb and gutter street.
- * 12 inches from edge of pavement on non curb and gutter streets.

MATERIALS

Post - 4" X 4" X 80": A treated wood post is recommended over steel. Wood posts are unaffected by road salt which significantly accelerates the corrosion of metal posts. The mailbox shall be mounted on a support structure which is a minimum of 4" x 4", or a minimum 1- ½" to a maximum of 2" diameter light gauge galvanized steel hollow pipe, or on such other similar structure that meet FHWA Safety Program for allowable mailbox installation.

Other support structures such as, but not limited to, masonry columns, railroad rails and ties, tractor wheels, plow blades, milk cans, or barrels filled with concrete are expressly prohibited.

Mailbox: The mailbox should be u.s. Postal approved and securely attached to the post.