



## Mailbox Replacement Policy

During the Village's snow and ice control operations, there is a potential for mailboxes to be damaged either by direct contact with Village equipment or by snow being cast by Village plows. It is essential that the Village clear the entire width of the roadway, either to the curb or road edge to enable traffic flow, drainage and access to mailboxes, as required by the U. S. Post Office. The purpose of this policy is to establish guidelines to be followed for the repair and/or replacement of mailboxes damaged by the Village equipment during snow removal operations.

The Village of Hampshire will not be responsible for the repair and/or replacement of any mailbox or post unless the damage was a direct result of the Village's snow removal equipment. Damage caused by private contractors, private vehicles, accidents not involving Village equipment, or from an unknown cause will not be repaired by the Village. Notification of a broken mailbox and/or post must be provided to the Public Works Department (847-683-9489) within 10 days of damage for reimbursement consideration by the Village. Landscaping and planting materials added to the parkway or around mailboxes will be the sole responsibility of the property owner. These are high traffic areas subject to harsh conditions from necessary road and utility maintenance and snow and ice control operations. The Village will not reimburse the owner for damage done to landscaping placed in the right-of-way resulting from Village operations.

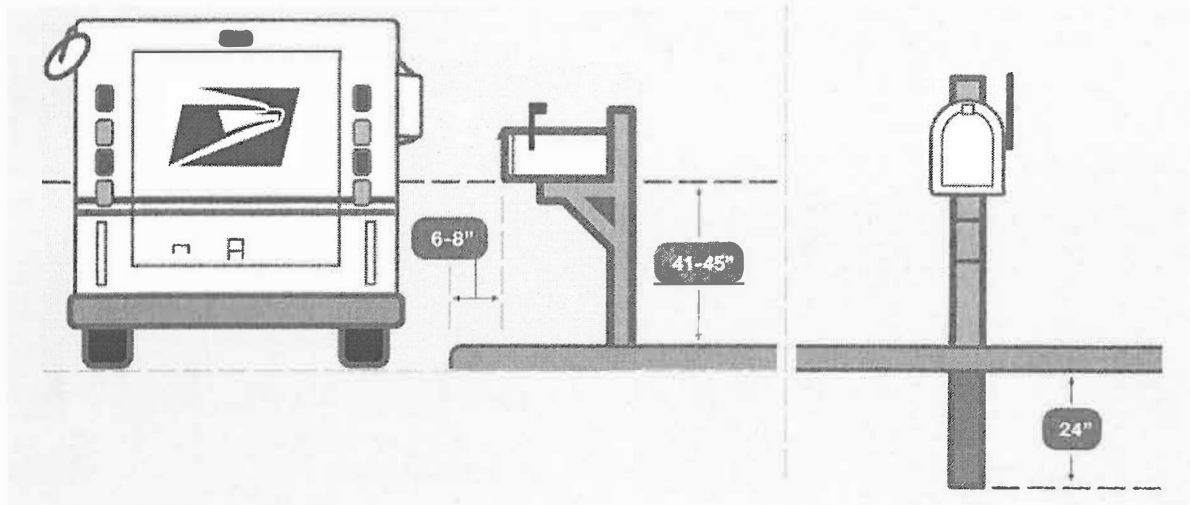
The placement of the mailbox, with respect to the back of the curb, is important and has a direct impact on the potential for damage. Mailboxes should be installed per the US Post Office guidelines (<https://www.usps.com/manage/mailboxes.htm>) and outlined on Page 2 of this document. These installation guidelines state mailboxes should be placed so that the front of the mailbox is 6" from the back of the curb or 12" from the edge of the pavement on streets without curb.

If a mailbox has been damaged by Village equipment during snow and ice control operations to the extent that it cannot be used for mail delivery, the Village will provide and place a temporary mailbox until a permanent replacement can be installed. The resident must initiate this service by contacting the Public Works Department.

If a mailbox has been damaged by the Village during snow and ice control operations to the extent that it cannot be repaired, the Village will provide and place a replacement mailbox when weather conditions permit. The replacement box and/or post will be of a standard type selected by the Village of Hampshire. Village resident must complete the permanent replacement or repairs himself/herself. The resident may present the receipt for the replacement of the mailbox and be reimbursed up to a maximum value of \$45. Reimbursement by the Village is limited to one time per season.

The Village reserves the right to limit replacement or reimbursement for any improperly installed, previously damaged, or improperly maintained mailbox. Improperly installed

mailboxes include those that are too close to the road edge or back of the curb, or those that were not installed per the Village of Hampshire and United States Postal Service guidelines below:



### Placing the Mailbox

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.
- If you are attaching the box to your house, make sure the postal carrier can reach it easily from your sidewalk, steps, or porch.

### Installing the Post

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.



## Mailbox Damage Reimbursement Request

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

I have attached a copy of the receipt for the purchase and installation of a mailbox and or post replace the same that was damaged during Village of Hampshire snow removal operations. I notified the Public Works Department within 10 days of damage for reimbursement consideration per the Village's policy.

I agree to install the replacement mailbox and/or post per the US Post Office guidelines. Mailboxes are to be placed so the front of the mailbox is 6" from the back of the curb or 12" from the edge of the pavement on streets without a curb.

Reimbursement maximum value is \$45.00, and reimbursement is limited to one time per season.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form with a copy of the receipt to purchase a mailbox and/or post in person at the Village Clerk's Office at Village Hall or by mail to the Village of Hampshire, PO Box 457, Hampshire, IL 60140

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For Office Use Only:

Date Received: \_\_\_\_\_ Copy of receipt attached: \_\_\_\_\_

Reimbursement Approval: \_\_\_\_\_ Amount: \_\_\_\_\_