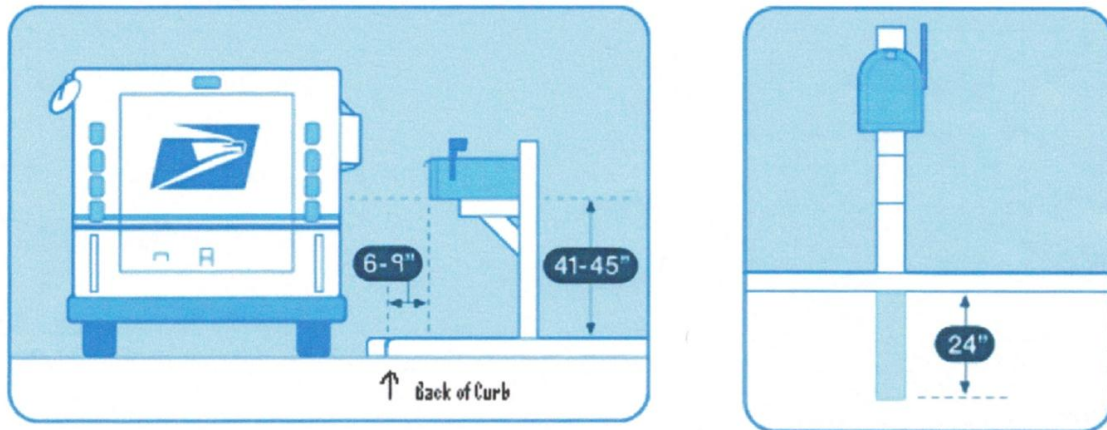


- Mailbox, post and arm should be six (6) to nine (9) inches behind the curb or behind the edge of the pavement.
- Posts for a mailbox should be set in concrete twenty-four (24) to thirty-six (36) inches deep.
- The bottom surface of the mailbox itself should be forty-one (41) to forty-five (45) inches above the ground.

See the following diagram for an illustration.



In addition, during the winter season when city crews are removing snow from the street, if the post is in good condition, set in concrete, located the recommended distance back from the curb and the mailbox is properly fastened to the post structure, it is less likely that snow flying off the snow plows would knock over the mailbox or post.

Additional information concerning mailboxes:

- When purchasing a new mailbox, look for one with the Postmaster General's seal of approval.
- Display house numbers on mailboxes.
- Mailboxes with extended arm support will offer more protection to the post from the impact of snow from snow plow equipment.
- During periods of heavy, wet, snow, if the mailbox post is not set in concrete or the post is older, has dry rot or is placed too close to the road, snow thrown from the snow blades has the potential of knocking the post to the ground. **The city's primary goal during a heavy snow is to clear the streets for the safety and convenience of residents and emergency equipment. The city is not responsible for repairing or replacing a resident's mailbox that has fallen down from the weight of the snow.**

If mailboxes are installed using the above guidelines, this would eliminate most of the problems with mailboxes during heavy snow.

Mailbox Damage Policy

If a mailbox becomes damaged in the process of snow removal operations, it is the homeowner's responsibility to repair or replace the box, UNLESS a City vehicle physically strikes the box. The City will repair/replace the mailbox and/or post only when the City snow plow is found to have made direct contact with the mailbox, not when the box is knocked over by snow or slush that is thrown by the plow. Most mailboxes are damaged from the weight of snow. Even at slow speeds, the snow from a plow can damage your mailbox. Therefore, the City will not be responsible for these damages.

Mailboxes that are confirmed damaged by City plows will be repaired first, then replaced with a standard mailbox (not at the value of the current mailbox) if necessary. There will be no exceptions to this replacement policy. Your patience and understanding of snow removal operations is greatly appreciated and we will do our best to ensure that all roads remain open and passable throughout the winter.