

City of Monona – Department of Public Works

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Mailbox Placement & Damage Policy

Approved 5/20/2013

Installing a Mailbox

This is a guide to residents on proper installation of a mailbox as well as other mailbox information. All mailboxes need to be installed according to the United States Postal Guidelines, which are detailed below.

All Mailboxes

1. Mailbox door must be behind the back edge of the curb for streets with curb and gutter, or behind the gravel edge on streets without curb and gutter.
2. Mailbox height should be 36" from the top of the curb to the bottom of the mailbox. For streets without curb and gutter the mailbox height should be 42" shoulder surface to the bottom of the mailbox.
3. An acceptable support for a mailbox includes treated wood post no larger than a 4" x 4" square or soft metal 1.5" to 2.5" in diameter. Posts should be embedded no more than 24" into the ground and compacted with sand or gravel, not concrete.
4. Decorative mailboxes that have massive supports such as telephone type pole sections, heavy metal posts, concrete posts, brick or stone posts, brick planters, antique farm equipment, or other similar objects are prohibited because they do not meet federal break-away standards. Any supports must be designed so that if struck, it will bend away from the striking vehicle to prevent severe damage to the vehicle or injury to the traveling public. Property owners may be held liable for injury or damages for mailboxes that do not meet postal guidelines.
5. Street number should be posted on your mailbox and your house.
6. Mailbox should state "Postmaster General Seal Approval."

Mailbox Complaints

If your mailbox is damaged as a result of municipal operations please call the Department of Public Works at 222-2525 to report it. The Assistant Director of Public Works will investigate all damaged mailbox reports that are received.

The City will install a temporary mailbox until repair/replacement is completed. For damage that occurs during the winter months, temporary repairs or a mailbox will be put in place until the snow has melted and frost is out of the ground. For mailboxes that were properly installed, the City will then complete the permanent repair or replacement by May 15th, and retrieve any temporary mailbox.

If damage occurred to your mailbox and it was not installed according to postal standards the City will not be responsible for any repairs or replacement. Mailboxes that lean toward the street past

the back edge of the curb or that has decorative items that cross the back edge of the curb are considered to be not compliant. In addition, the City will not be responsible for damage to mailboxes that have inadequate materials such as rotted wood posts. Cracked or rotted posts will fail when snow from the plow pushes against the mail box.

If damage occurs to a properly installed mailbox (items 1 – 3 above) due to municipal operations the City will be responsible for the repairs to include labor (1 hour), and the cost of materials up to *\$60.00*. The homeowner is responsible for any costs that exceed *\$60.00*. The City will not provide labor for mailbox posts other than wood or soft metal as indicated in number 3 above.

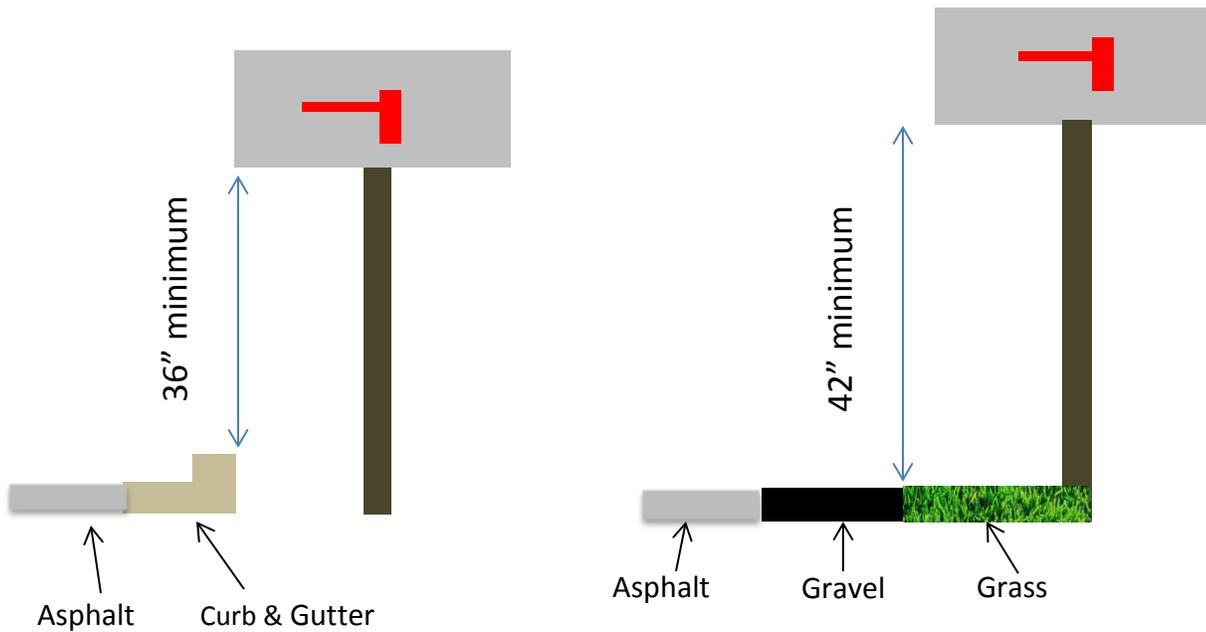
The homeowner will be responsible for repair/replacement of designer or decorative mailboxes. If damage occurs to a non-standard, designer or decorative mailbox (see number 3 above) due to the fault of the City, the City will reimburse the homeowner for repairs/replacement up to *\$60.00*.

Reminder

Homeowners are reminded to clear snow away from the mailbox area after each plowing. Snow that remains in front of the mailboxes will get compacted by post office vehicles and make subsequent plowing less effective.



CITY OF MONONA MAILBOX INSTALLATION GUIDELINES



For mailbox installation, please follow the above specifications. If your mailbox does not conform to the above specifications and is hit by a snowplow, street sweeper, or garbage truck, the City cannot assume responsibility to replace and reinstall your mailbox.