

**Village of DeForest  
Public Service Department  
Mailbox Replacement Policy**

**Purpose**

The Village of DeForest Public Service Department has many operations that require various types of vehicles and equipment to work along the street gutter and curb line. Operations may include snow removal, plowing, sweeping, brush and leaf pick up. While the Public Service Department takes great care not to damage any property with the Village right-of-way, mailboxes are occasionally damaged.

The purpose of the policy is to establish standard procedures and guidelines for the replacement of mailboxes that are damaged.

**Policy**

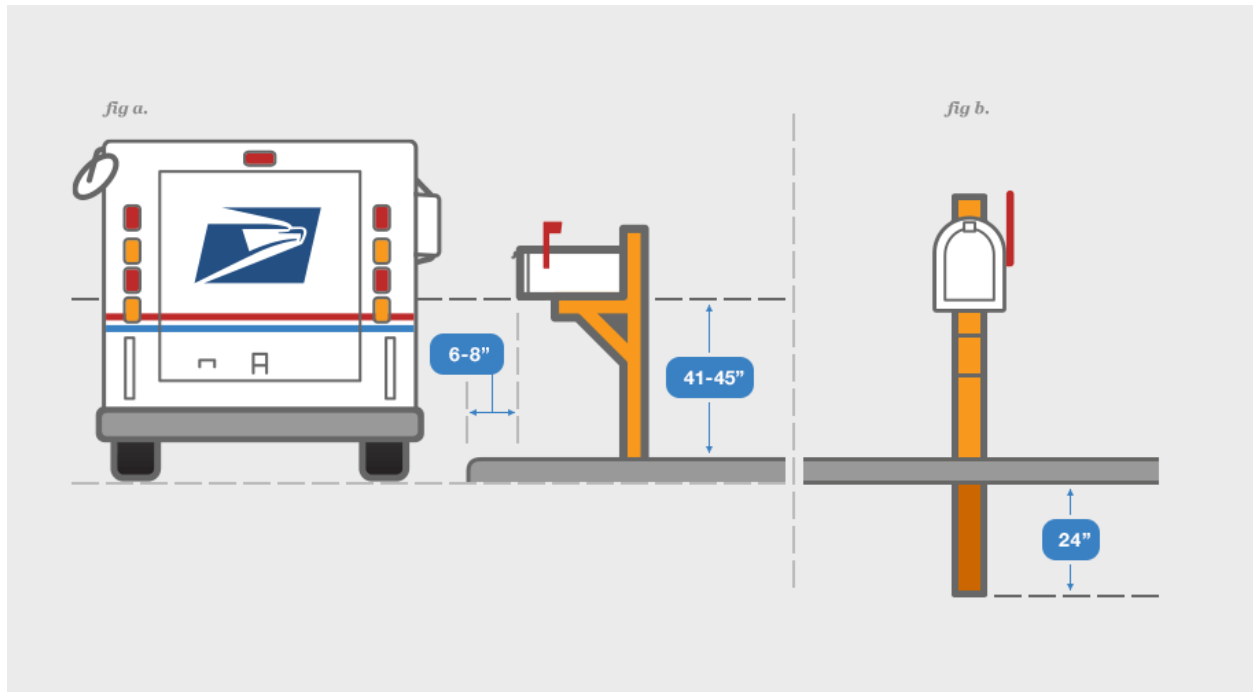
When the following criteria are met, the Village of DeForest Director of Public Services may administratively approve a maximum reimbursement of \$100:

1. The Director is able to verify that a Village operator damaged the mailbox by striking the mailbox with equipment or a vehicle; and
2. The mailbox had been properly installed (meeting USPS installation guidelines discussed below) and was maintained in good condition immediately prior to damage occurring.

If both criteria noted above are met, a property owner may repair or replace the mailbox/post at his or her own cost. The Village of DeForest will reimburse the owner up to a maximum \$100 for costs incurred upon presentation of receipts for the replacement or repair costs and verification that the repair or replacement has been made.

See attached document for guidelines established per USPS regulations regarding mailbox installation.

## Where to Place the Mailbox



## Installing the Mailbox 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.