



SECTION: **PUBLIC WORKS**
NUMBER: **8.18**
EFFECTIVE DATE: April 1999
ATTACHMENTS: Post Office Regs.
REVISION DATE: March 2000
September 2002
February 2007
October 2007
December 2008

ADMINISTRATIVE POLICY

TITLE: **MAIL BOX AND/OR POST REPLACEMENT/DAMAGE DURING SNOW REMOVAL**

PURPOSE: During snow removal operations, there is a potential for mail box damage regardless of whether a City plow makes physical contact with it or if the mail box is damaged by the weight of snow pushed to the side of the street by the City's equipment. Since it is essential and important that the City plow snow as close to the mail boxes as possible, to provide access required by the Post Office, some occasional damage to a mail box or post will be unavoidable. The purpose of this policy is to establish guidelines to be used by the City for the repair and/or replacement of mail boxes and/or posts that have been damaged by the City during snow removal.

REPAIRS AND REPLACEMENT LIMITED TO DAMAGE FROM CITY OPERATIONS

The City of Woodstock is not responsible for the repair and/or replacement of any mail box or post unless the damage was a result of the City's snow removal work. Damage caused by private contractors, private vehicles, accidents that do not involve a City vehicle, or from unknown damage will not be repaired by the City.

Notification of a broken mail box and/or post must be provided to the Department of Public Works (815.338.6118 or pwdept@woodstockil.gov) prior to the end of that winter (i.e. May 1) for repair or replacement by the City.

PROPER INSTALLATION OF MAIL BOXES

The placement of the mail box, with respect to the back of curb, is important and does have a direct impact on the potential for damage. Mail boxes shall be placed so that the front of the mail box is 6" from the back of curb or 12" from the edge of the pavement on streets without curb.

TEMPORARY MAIL BOX

If a mail box has been damaged by the City during snow removal operations to the extent that it can not be used for mail delivery, the City will provide and place a temporary mail box until a permanent replacement can be installed. This service for a temporary mail box must be initiated by the resident by contacting the Department of Public Works.

MAIL BOX REPLACEMENT

If a mail box has been damaged by the City during snow removal operations, to the extent that it can not be repaired, the City will provide and place a replacement mail box and/or post, when weather conditions permit. The replacement box and/or post will be of a standard type selected by the City of Woodstock, and there will be no options available to the resident or property owner for the selection of materials for replacement to be provided and installed by the City.

If the resident or property owner elects not to have the mail box and/or mail box post replaced by the City using the standard materials, the resident may complete the replacement themselves. With prior approval of the City, the City will provide reimbursement of the cost for replacement of the mail box or the mail box post up to a maximum value of \$75 (total dollar amount for both mail box and post). Reimbursement by the City (distinct from replacement) for either a mail box or mail box post is limited to one time only.

CUSTOM MAIL BOXES

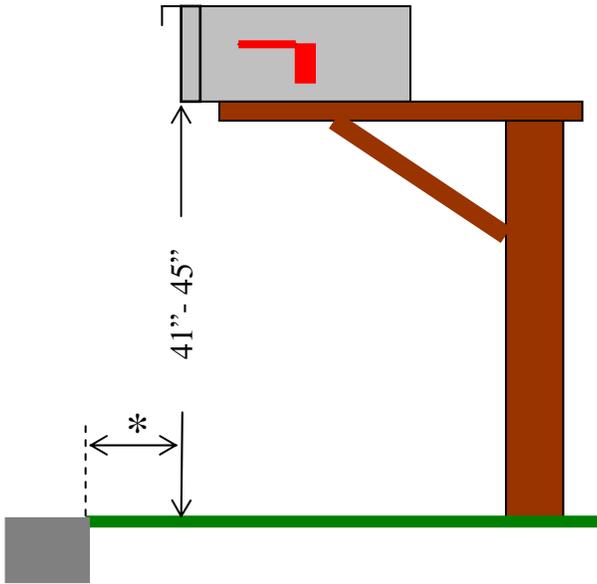
The City will not be responsible for the complete repair and replacement of custom mail boxes and/or custom mail box posts and enclosures that have been damaged by the City during snow removal operations beyond either replacement with a standard mail box and/or replacement with a standard mail box post or a maximum, one-time payment of \$75.

IMPROPERLY INSTALLED MAIL BOXES

The City reserves the right to limit replacement or limit reimbursement for any mail box that has been damaged that was installed too close to the edge of the road, too close to the back of curb, or that was not installed per the attached US Postal Service guidelines.

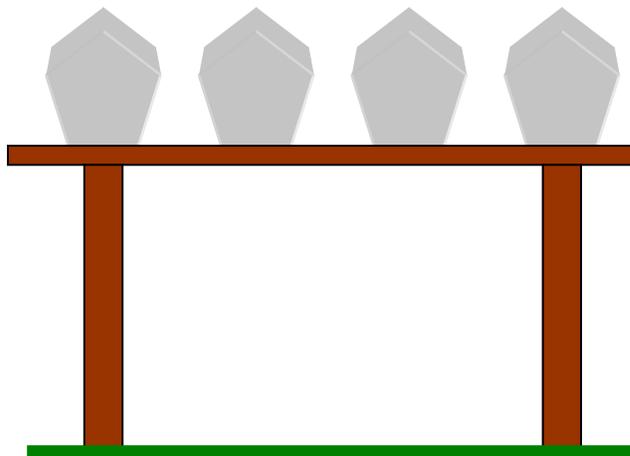
MAIL BOX SPECIFICATIONS & DESIGN

CITY OF WOODSTOCK



Suggested Single Box Mounting

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



Suggested Way to Group Boxes