



Mailbox Replacement Policy

Residents:

Residents are encouraged to inspect, replace and / or repair their mailbox before the snow season so it is sturdy enough to with stand the sludge, etc. thrown by the plow. It is the responsibility of the property owners of each mailbox to remove snow/ ice to ensure mail delivery. Mailboxes shall not overhang any curb or pavement surfaces used as part of the travel lanes. Follow both USPS and ODOT regulations for proper placement.

Policy:

The Village will only repair / replace properly installed / placed mailboxes and posts that are directly hit by a snow plow. The Village does not repair / replace mailboxes and posts that are damaged by snow/ or any other object thrown from the snow plow or mailboxes that lean out over the curb or pavement. The Village will not repair/ replace a mailbox hit by a non-village vehicle or snow plow. The Village does not repair / replace posts that were rotten at / near the base and failed due to age or natural deterioration of such posts.

If a properly positioned mailbox, (usually 18 to 24 inches behind the edge of the road or 8 to 12 inches behind the curb) meeting ODOT and & USPS requirements, is struck by a Village snow removal equipment due to non-weather related causes, the Village will either repair or replace the mailbox/ post with a simple standard mailbox and 4"x 4" post. If a mailbox is improperly positioned as per ODOT and the United States Postal Service requirements and / or overhanging the curb or edge of pavement and is struck by the Village plow, the Village is not responsible for damage.

The Village reserves the right to make a determination as to a repair or replacement on a case by case basis. A call should be made to the Service Department within 48 hours of the incident. A determination will be made within 24 hours of the call being made during working hours and weather permitting.

Mailbox Replacement Policy

Direct replacements / compensation (requested by homeowner):

In the event the Village determines that repair or replacement is appropriate but the homeowner requests compensation in lieu of such repair or replacement, the Village will pay \$50 to the homeowner in lieu of repair or replacement. In instances of a request for compensation, a form describing the post, material type, mailbox, location in reference to the roadway, extent of damage and receipt for purchase is required to be completed. Inspection of the new mailbox and installation will take place to verify the proper location and placement of the box will occur prior to disbursement of payment.

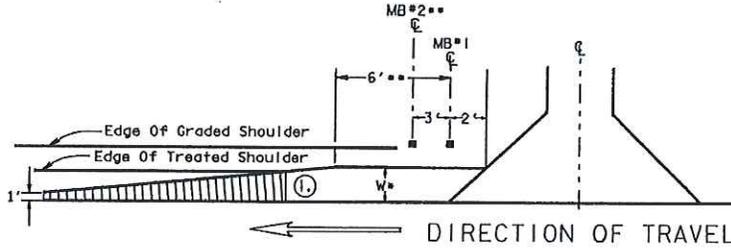
Repair / Replacement of boxes and posts

If the Village determines the repair / replacement of a mailbox and or post is warranted, the repair / replacement will be as follows:

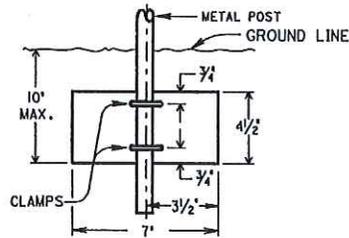
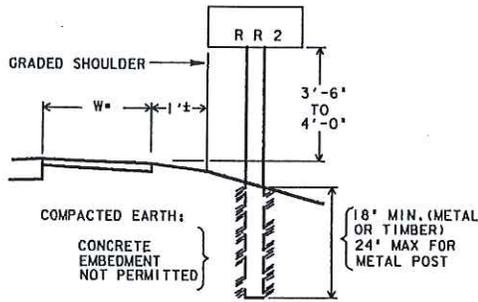
- The mailbox will be reinstalled if applicable.
- If replacement of the post is required, the post will only be replaced with an ODOT approved replacement as chosen by the Village of a 4" x 4" wooden post or 4.5" diameter round timber or a maximum 2" diameter (2 3/8" OD Schedule 40 standard strength steel pipe, all to be placed 2 feet in the ground.
- If replacement of the mailbox is required, the mailbox will be a standard USPS mailbox of 19" x 6.5" x 8" dimensions.

Questions, regarding this policy can be directed to the Service Director.

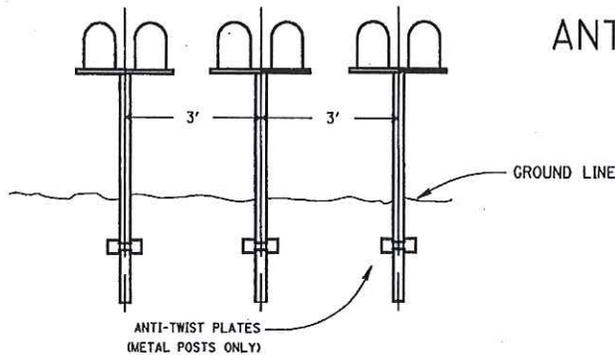
MAILBOX FACILITIES	803-1
	REFERENCE SECTION
	803.1



- ① End mailbox turnout at edge of treated shoulder or 1' which ever is greater
- Where posts are behind guardrail, turnout shall extend to face of guardrail. Where no guardrail is required, turnout width shall be 6' minimum.
 - ** Add 3' for each additional mailbox



ANTI-TWIST PLATE



GROUP MAILBOX INSTALLATION

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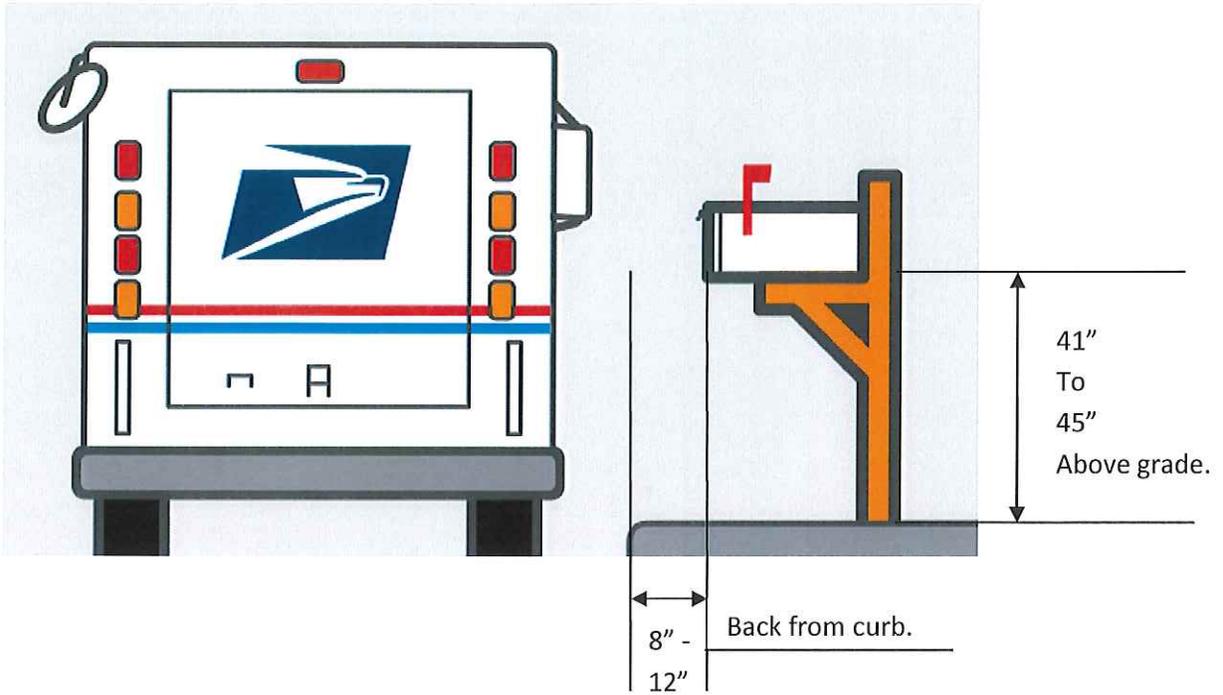
ODOT Installation Requirements

VILLAGE OF RICHFIELD
Crossroads of Community and Commerce

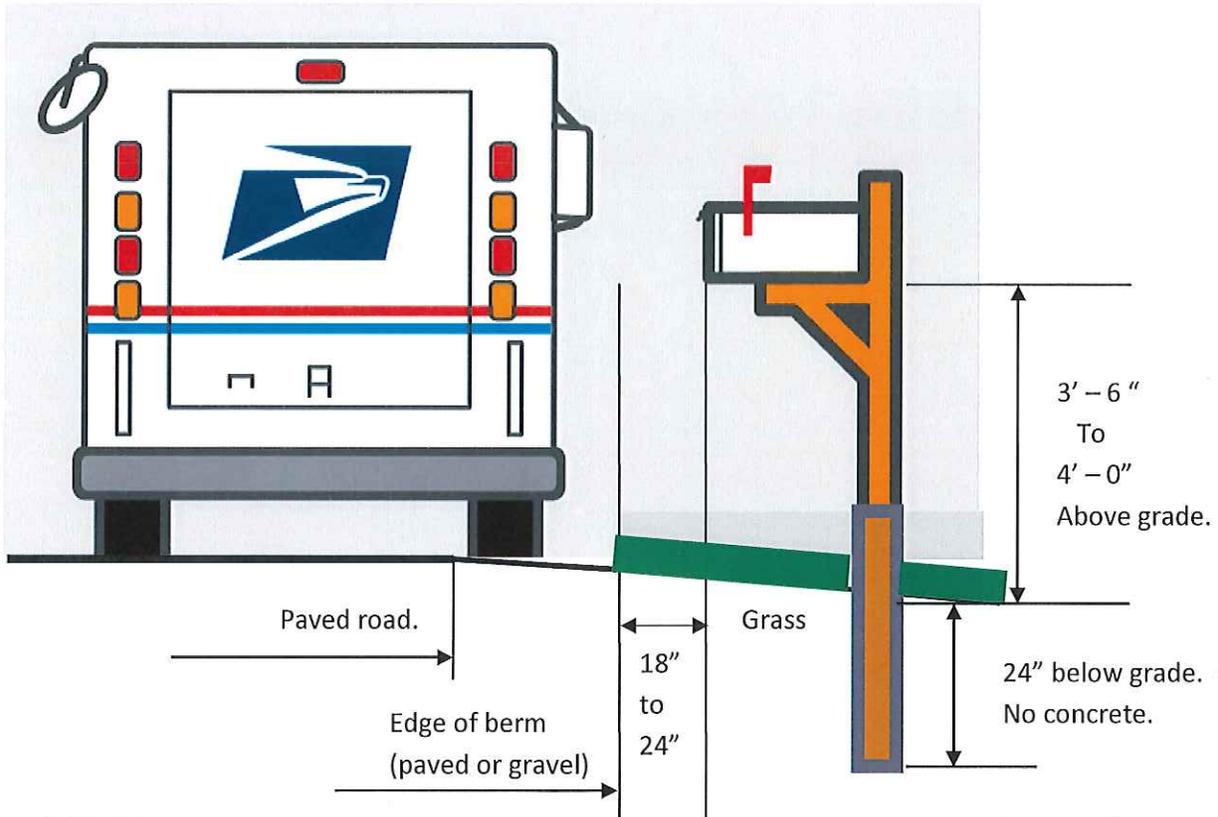


Mailbox Replacement Policy

Curb Street Setback



Paved Street Setback



ODOT & USPS Installation Requirements