



## 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 heavy wet snow, etc. cast by the Village's plows. It is the responsibility of the property owners of each mailbox to remove snow/ ice to ensure access for mail delivery. Mailboxes shall not overhang any curb or pavement surfaces used as part of the travel lanes. The Village of Richfield's regulations for proper placement are attached for reference.

### **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 cast 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 other natural deterioration of such posts.

If a properly positioned mailbox, (18 inches behind the edge of the berm or 12 inches behind the curb) meeting all other ODOT and & USPS requirements, is struck by 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 per the Village's requirements and / or overhanging the curb or edge of pavement and is struck by a Village plow, the Village is not responsible for damage. In tat case the property owner will be required to relocate the mailbox to a position meeting the Village regulations.

The Village reserves the right to make a determination as to a repair or replacement on a case by case basis. A call shall be made to the Service Department within 48 hours of the incident. The decision of the Service Director will be made within 48 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 due to a snow plow hit, the homeowner may request 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.

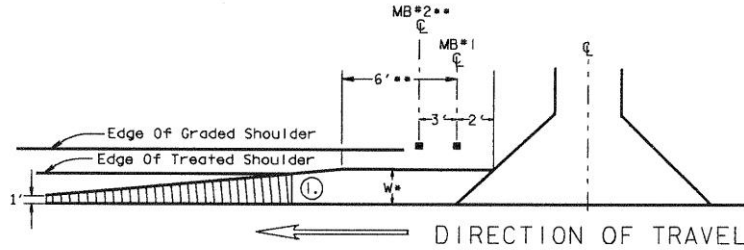
## **Repair / Replacement of boxes and posts**

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

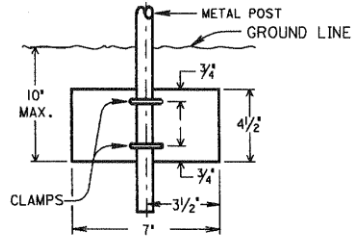
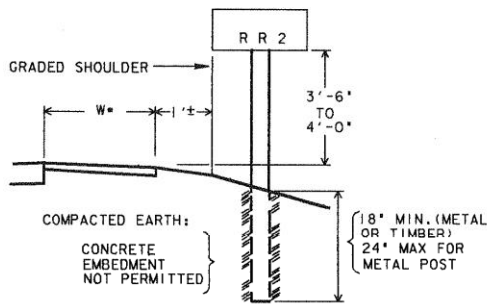
- The mailbox will be reinstalled if applicable.
- If replacement of the post is required, the post will only be replaced with an ODOT approved replacement as chosen by the Village of a 4" x 4" wooden post or 4.5" diameter round timber or a maximum 2" diameter (2 3/8" OD Schedule 40 standard strength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

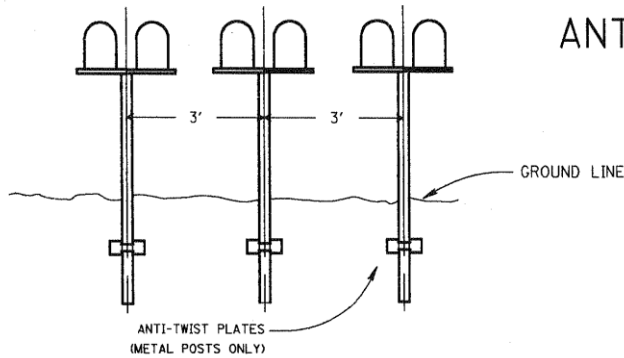
<b>MAILBOX FACILITIES</b>	<b>803-1</b>
	<b>REFERENCE SECTION</b>
	<b>803.1</b>



- 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



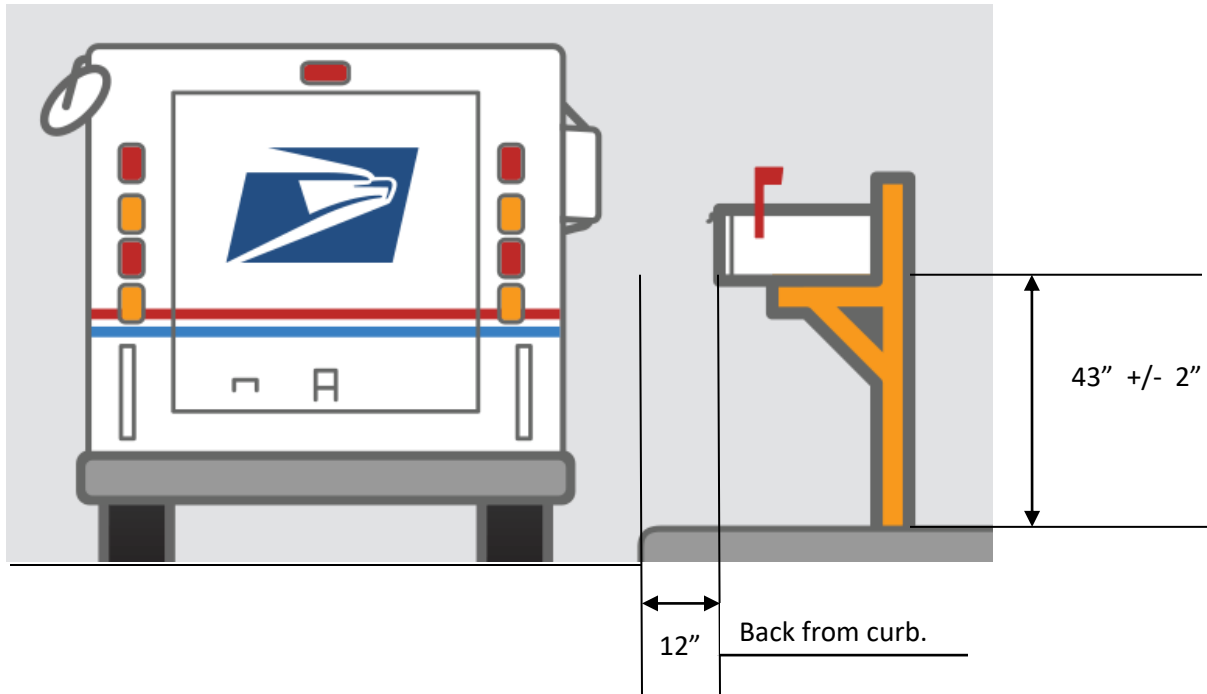
**ANTI-TWIST PLATE**



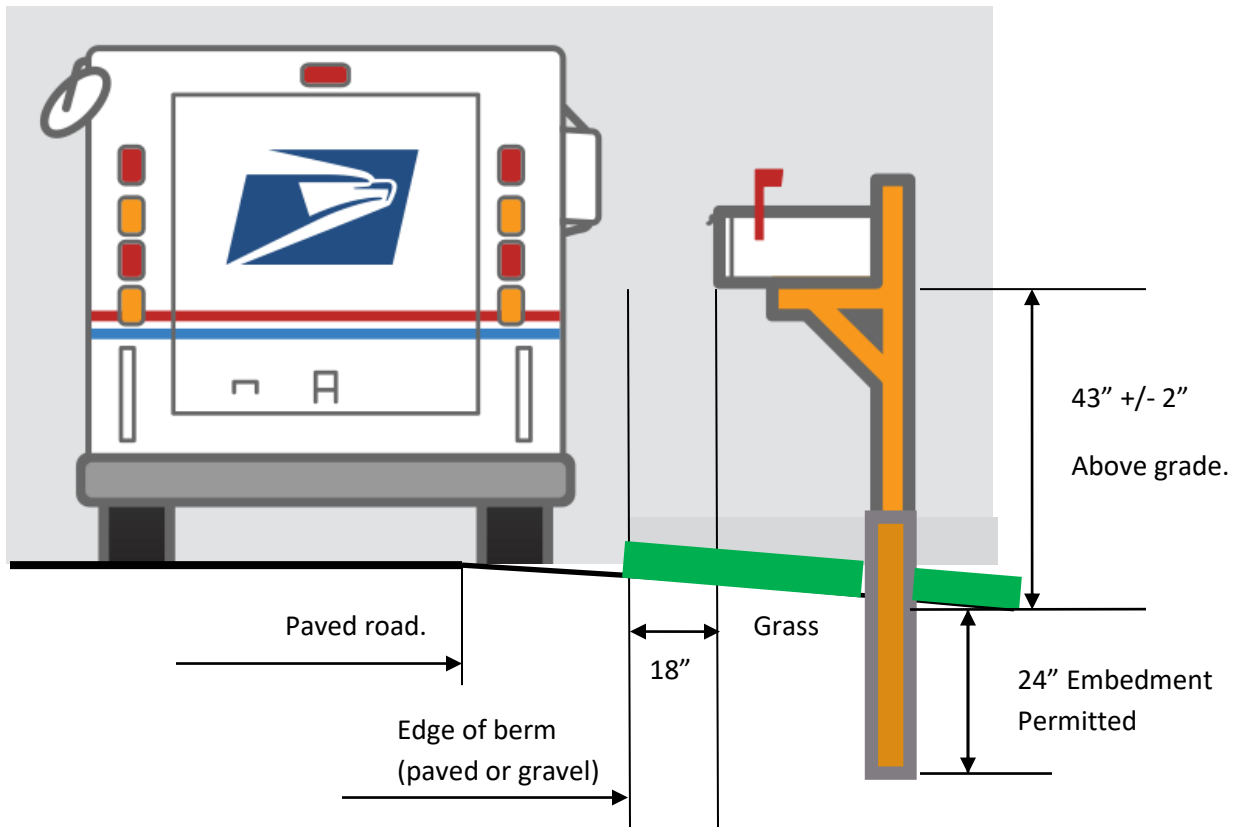
**GROUP MAILBOX INSTALLATION**

**ODOT Installation Requirements**

### Curb Street Setback



### Paved Street Setback



Village & USPS Installation Requirements