

Mailbox Damage from Snow Plowing Policy

PURPOSE:

During the Village's snow and ice control operations, there is a potential for mailboxes to be damaged either by direct contact with Village equipment or by snow being cast by Village plows. It is essential that the Village clear the entire width of the roadway, either to the curb or road edge to enable traffic flow, drainage and access to mailboxes, as required by the U. S. Post Office. The purpose of this policy is to establish guidelines to be followed for the repair and/or replacement of mailboxes damaged by the Village equipment during snow removal operations.

REPAIRS AND REPLACEMENT LIMITED TO DAMAGE FROM VILLAGE SNOW REMOVAL EQUIPMENT:

The Village of Gurnee will not be responsible for the repair and/or replacement of any mailbox or post unless the damage was a direct result of the Village's snow removal equipment. Damage caused by private contractors, private vehicles, accidents not involving Village equipment, or from an unknown cause will not be repaired by the Village.

Notification of a broken mailbox and/or post must be provided to the Public Works Department (847-599-6800) within 10 days of damage for repair or replacement by the Village.

Landscaping and planting materials added to the parkway or around mailboxes will be the sole responsibility of the property owner. These are high traffic areas subject to harsh conditions from necessary road and utility maintenance and snow and ice control operations. The Village will not reimburse the owner for damage done to landscaping placed in the right-of-way resulting from Village operations.

PROPER INSTALLATION OF MAILBOXES:

The placement of the mailbox, with respect to the back of the curb, is important and has a direct impact on the potential for damage. Mailboxes should be installed per the Village of Gurnee guidelines outlined on Page 2 of this policy. These installation guidelines state mailboxes should be placed so that the front of the mailbox is 6" from the back of the curb or 12" from the edge of the pavement on streets without curb.

TEMPORARY MAILBOX:

If a mailbox has been damaged by Village equipment during snow and ice control operations to the extent that it cannot be used for mail delivery, the Village will provide and place a temporary mailbox until a permanent replacement can be installed. The resident must initiate this service by contacting the Public Works Department.

MAILBOX REPLACEMENT:

If a mailbox has been damaged by the Village during snow and ice control operations to the extent that it cannot be repaired, the Village will provide and place a replacement mailbox when weather conditions permit. The replacement box and/or post will be of a standard type selected by the Village of Gurnee. The Village will not attempt repairs to custom mailboxes.

Exhibit X

If the resident or property owner elects not to have the mailbox and/or post replaced by the Village using standard materials, the resident may complete the replacement or repairs himself/herself. With the prior approval of the Village, the resident may present the receipt for the replacement of the mailbox and be reimbursed up to a maximum value of \$50. Reimbursement by the Village is limited to one time per season.

IMPROPERLY INSTALLED MAILBOXES:

The Village reserves the right to limit replacement or reimbursement for any improperly installed, previously damaged, or improperly maintained mailbox. Improperly installed mailboxes include those that are too close to the road edge or back of the curb, or those that were not installed per the Village of Gurnee guidelines below.

