



**DEPARTMENT OF PUBLIC WORKS**

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## **CITY OF SUN PRAIRIE Mailbox Replacement Policy**

The City of Sun Prairie Public Works Department mandate during “Snow and Ice Season” is to remove as much snow and ice as possible from City streets. This means that we will try to plow as close to the curb as possible. We make every attempt to not damage any property within the City right-of-way; however, mailboxes do occasionally get damaged.

In most cases, the City will repair or replace all mailboxes that were reported to have been damaged by City snow removal vehicles. Our policy for these repairs and replacements is as follows:

### **The Policy**

The Public Works Department will repair or replace any damaged standard mailbox, support post and/or mailbox board when the following conditions are met:

1. It is determined that City plow operators damaged the mailbox; and
2. The mailbox was properly installed, meeting the United States Postal Service (USPS) installation guidelines (see below), and was maintained in good condition prior to the damage occurring.

If both criteria are met, the City of Sun Prairie will repair or replace the mailbox with the standard mailbox and/or support post we offer. We will try to replace the damaged mailbox with a similar mailbox. If the mailbox was not a standard style mailbox and/or you opt to repair or replace it yourself, the City of Sun Prairie will reimburse you up to a maximum of \$100 (copy of receipt is needed).

**NOTE: Any mailbox damaged due to snow weight rather than direct snowplow contact, will not be covered under this policy.**

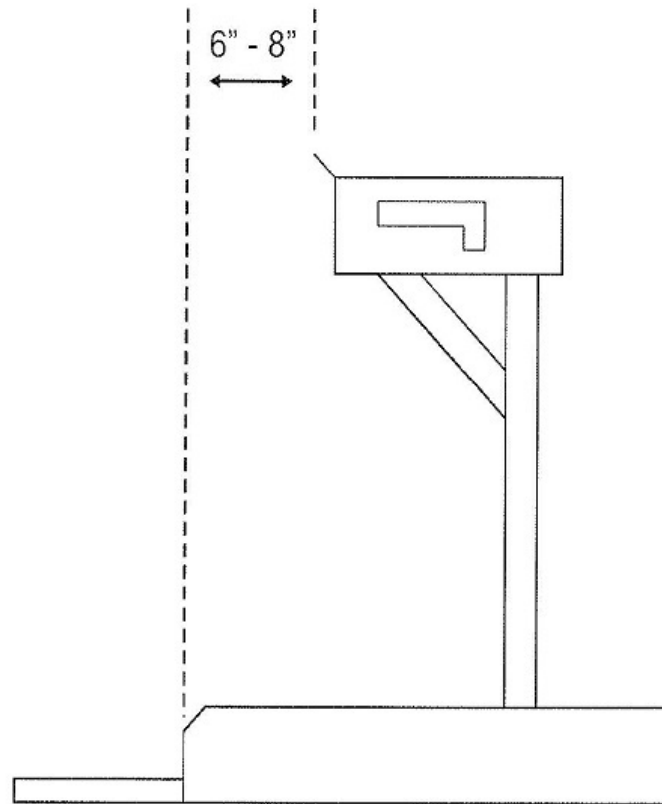
You should also check your mailbox yearly as the ground shifts or settles over time and cause mailboxes to sink or tilt. Your post may age too.

Guidelines established per USPS regulations regarding mailbox installation:

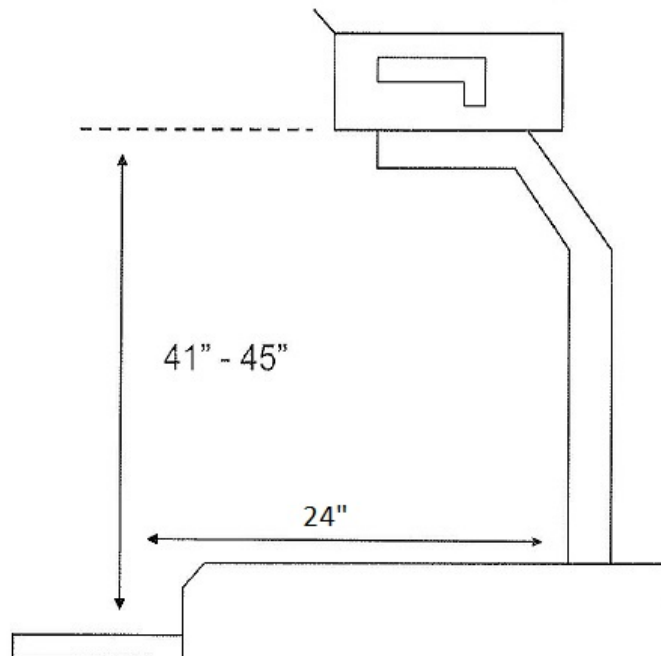
- Mailboxes installed on streets with a curb must be 41 to 45 inches above the street surface and a minimum of 24 inches back from face of curb.
- The mailbox door must be 6 to 8 inches back from the curb face (see diagram).

The City has adopted, by ordinance, the USPS regulations for mailbox placement. Residents can contact the USPS office with any questions regarding USPS mailbox installation guidelines.

## Mailbox Location



Mailboxes are set back 6" - 8" from the front face of the curb or road edge to the mailbox door.



Generally, mailboxes are installed at a height of 41" - 45" from the road surface to the bottom of the mailbox.

The mailbox should ideally be located to the right of the driveway. This allows your letter carrier to serve your mailbox without blocking your driveway.