

Mailbox Installation

The U.S. Postal Service determines the mailbox installation regulations for local delivery routes. Unfortunately, many mailboxes are installed property in the Town, and can be damaged during snow blowing, street sweeping, and waste collection.

Town snow removal operations may accidentally damage a mailbox. If you are located on a Town road and your mailbox is damaged, please call the Public Works Department at (920) 336-3360 x102 or x111 to report the damage and your claim will be investigated. Also, motor route newspaper boxes mounted to the mailboxes, which obstruct the recommended clearance under a mailbox, may cause damage that will not be covered by the Town. Mailboxes shall be installed per the U.S. Postal Service regulations shown below.



Residents of the Town are reminded that the Town will not be responsible for any damage caused to a local mailbox, which was not properly installed. Also, motor route newspaper boxes mounted to the mailboxes, which obstruct the recommended clearance under a mailbox, may cause damage that will not be covered by

the Town.

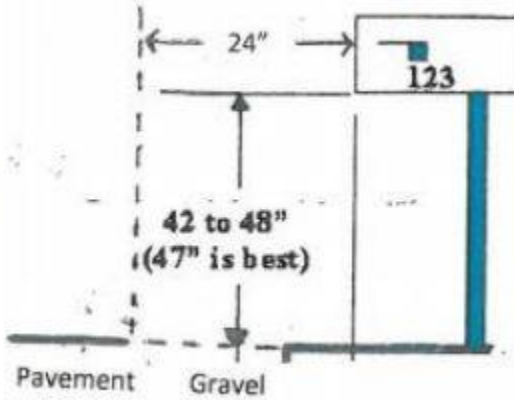
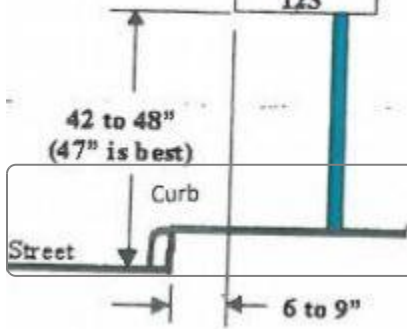
Residents and businesses within the Town are asked to comply with the regulations set forth by the U.S. Postal Service for the placement of mail and paper boxes located adjacent to the curb lines and shoulders of the roadway. The regulations for installation are as follows:

- a. Mounting a mailbox on a rural road. The bottom of the mailbox should be between 42" and 48" above the surface of the road. The front of the mailbox should be a minimum of 24" back from said surface so it will not interfere with the snow plowing operation.
- b. Mounting a mailbox on a street with a curb. The bottom of the mailbox should be between 42" and 48" from the surface of the road. The front of the mailbox should be a minimum of 6" behind the back of the curb.
- c. Place address numbers on the mailbox to be visible to the route carrier and emergency personnel such as fire, rescue, and police agencies.

Please remember, the Town is not responsible for any damage to mailboxes or paper boxes which are not compliant with the United States Postal Service standards. Also, please keep the mailboxes compliant by performing standard maintenance when needed.

Supporting Documents

Mailbox Placement & Specifications 98.11 KB



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