

Mailbox Regulations

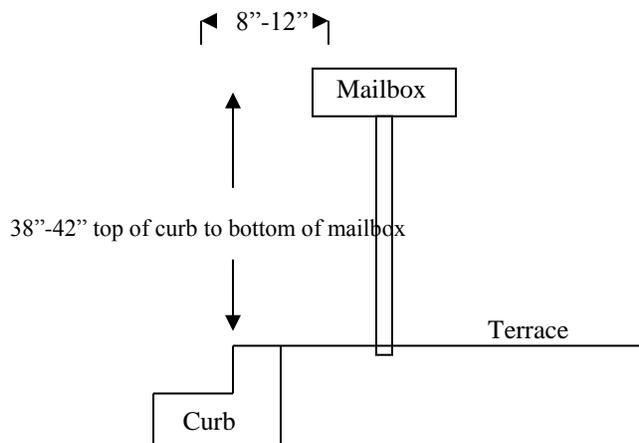
It is important that your mailbox is constructed according to the regulations stated below. If a mailbox is hit or damaged by a snowplow or garbage truck, and you have not followed these regulations, the owner is responsible for the repair of the damaged mailbox.



SECTION 22-20 CURB MAILBOX REGULATIONS

- (1) All mailboxes are required to be located adjacent to the curblines of City streets and shall be constructed as follows:
 - (a) Mailbox posts shall be equivalent in strength to a 1-1/2 inch steel pipe or 3 inch by 3 inch wood or a 3 inch round post.
 - (b) Mailbox posts shall be set back 2 feet from the face of the curb.
 - (c) The shelf of the mailbox shall be 38 inches to 42 inches in total height from the curb level.
 - (d) The fronts of the mailbox receptacle shall be set back 8 inches to 12 inches from the face of the curb.
- (2) The requirement for installation and use of curb-type mailboxes within the City shall be determined by the U.S. Postal Service according to their regulations, rules and procedures.

8"-12" from face of mailbox to face of curb



(see other side)

RESOLUTION #15-140

REGARDING REIMBURSEMENT FOR DAMAGE TO
MAIL RECEPTACLES PLACED IN THE PUBLIC WAY

WHEREAS, in the interests of promoting effective and efficient postal service, the City has permitted the practice of allowing its citizens to improve a portion of city-owned public way in front of private residences by constructing and maintaining mail receptacles (mailboxes) therein without first obtaining occupancy permits; and

WHEREAS, the placement of such improvements in close proximity to the traveled portion of the public way occasionally results in the inadvertent damage to such privately owned property by city crews when undertaking snow removal or other public services; and

WHEREAS, the City acknowledges that because the mailboxes are placed in city right-of-way without express permit, the City may take the position that any damage to such mail receptacles is not the legal responsibility of the City; and

WHEREAS, the City also believes that notions of fairness and equity compel the City to accept reasonable responsibility for damages caused by city crews in providing services; and

WHEREAS, by this resolution the City wishes to set reasonable limits to its responsibilities in regard to damage to mail receptacles placed on public way and to put the citizenry on notice of such limits;

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council of the City of De Pere hereby establishes as its official policy that it shall pay an amount not to exceed Seventy Five Dollars and no cents (\$75.00) for the entire actual costs to replace and/or repair a mail receptacle located on public way damaged by city crews in the course of providing services upon submission of a written voucher by the owner of such mail receptacle delineating all expenditures including labor and materials for such repair or replacement, the approximate time and date of the damage, and, where possible, the circumstances of such incident. The Director of Public Works shall be responsible to review such vouchers for accuracy and compliance with the intent

of this resolution. Upon appeal to the Board of Public Works, a citizen may request, and the Board of Public Works may grant, payment in excess of \$75.00 for any such repair or replacement upon good cause shown in a circumstance which would otherwise result in undue hardship or unreasonable application of this policy.

BE IT FURTHER RESOLVED THAT:

All City officials, officers, employees, and agents are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of December, 2015.

APPROVED:


Michael J. Walsh, Mayor

ATTEST:


Shana D. Ledvina, Clerk-Treasurer

Ayes: 8

Nays: 0