

VILLAGE OF ATHENS MAILBOX POLICY
ADOPTED 10/13/08

The Village of Athens, in order to avoid damage to curb side mailboxes by snow plows or maintenance vehicles, requires said mailboxes to be mounted using the following guidelines. If a current mailbox installation is deemed sturdy, it may be grandfathered until such time that it projects beyond the back of the curb or is considered unstable by village maintenance employees or other village personnel.

1. **SUPPORT.** The support should be a wood post, steel pipe, or steel channel installed no more than 24 inches into the ground and extending to a vertical height such that the bottom of the mailbox is a minimum of 42 inches but not to exceed the maximum of 48 inches above the ground surface. These dimensions are in compliance with postal code regulations. The support should be the following dimensions:
 - *Square wooden post: 4x4 inch nominal
 - * Round wooden post: 4 inch diameter
 - * Steel pipe: 1 1/2 inch inside diameter
 - * Steel channel: 2 pounds per foot

Dimensions exceeding these should be deemed unacceptable. The support should not be set in concrete, nor is a base plate acceptable. Anti twist flanges may be installed on the pipe or channel supports but should not be embedded more than 10 inches into the ground.

The Village will maintain a supply of standard drawings of approved mailbox installations for issuance.

2. **ATTACHMENT.** The box to post attachment should be sufficient to prevent the separation of the box from the support post.
3. **MULTIPLE MAILBOXES.** More than two mailboxes should be mounted on a structure consisting of at least two support posts.
4. **LOCATION.** On curbed residential streets, the face of the mailbox should be set a minimum of 6 inches behind the traffic face of the curb. Preferred setback is 8" to 12" behind the traffic face of the curb.
5. **DAMAGE TO MAILBOXES.** The Village of Athens or its designee will replace, at no charge, a mailbox which is damaged as a result of direct contact with a plow, with a standard mailbox and standard post as determined by the village. This is subject to the exceptions outlined below provided notice is given to the village within 48 hours and the damaged mailbox or digital photos of same are presented to the village within 48 hours of said damage. Mailboxes tipped, damaged, or knocked down by the mere weight of the snow WILL NOT be repaired or replaced by the Village of Athens or its designee. Newspaper boxes will not be repaired, replaced, or reinstalled by the village. Since the trucks cannot plow directly up to the edge of the mailbox, residents may need to do clearing to help mail delivery.

If the homeowner wishes to do its own repairs/ replacement of the damaged mailbox and or post, the village will reimburse the homeowner, upon submission of a receipt, for a standard mailbox and an approved mounting post. Installations needs to comply with village requirements. Receipts should be turned in to the village clerk. During winter months, mailboxes damaged as a result of BEING STRUCK by a plow will be temporarily repaired/replaced as soon as possible.

Mailboxes that are not installed per the guidelines set for above, it WILL NOT be repaired and /or replaced under any circumstances and will not be eligible for any monetary reimbursement. If it is determined that a mailbox is located in a way that it can be easily damaged by a plow or road maintenance equipment, such mailbox location may be subject to possible regulation by the village. If such mailbox has not been moved within 7 days of notification by mail, and the mailbox is damaged during snow removal operations, the owner will not be entitled to compensation or reimbursement.