

# LOCKPORT

**Mayor**

Steven Streit

**City Clerk**

Kathleen Gentile

**Administrator**

Ben Benson

*City of Historic Pride*

222 E. 9<sup>th</sup> Street | Lockport, IL 60441

**Alderman**

Karen Kostecki – 1<sup>st</sup> Ward

Matt Kairis – 1<sup>st</sup> Ward

JR Gillogly – 2<sup>nd</sup> Ward

Patrick McDonald – 2<sup>nd</sup> Ward

Christina Bergbower – 3<sup>rd</sup> Ward

Joanne Bartelsen – 4<sup>th</sup> Ward

Renee Saban – 4<sup>th</sup> Ward

Mark Lobes – At-Large

## MAILBOX DAMAGE DURING SNOW REMOVAL OPERATIONS

City of Lockport snow plow drivers make a great effort to clear the roadways from curb to curb. During snow removal operations, mailboxes and/or posts may be damaged by a City plow truck making direct physical contact with them, or by the weight of the snow rolling off the plow blade. The purpose of this policy is to establish guidelines to be used by the City for the repair and/or replacement of mailboxes and/or posts that have been damaged during snow removal.

### **FALL INSPECTIONS - INTEGRITY AND PLACEMENT CHECKS:**

In the fall, route drivers will check mailboxes for proper installation and placement and will assess the condition to determine if there is previous damage, repairs, or rotting. The mailbox and post assembly must be sturdy enough to sustain snow load from routine plowing. Drivers will leave an inspection form at the door of any homeowner whose mailbox is too close to the road, appears to need extensive repairs, and/or has structural concerns. These letters are to inform the resident that their mailbox is out of regulation or in disrepair and will not qualify for repairs and/or replacement if it is damaged during normal snow removal operations. See the USPS attachment for guidelines.

### **REPORTING DAMAGE:**

Plow drivers will do their best to notify homeowners of mailbox damage caused by City snow removal operations by leaving a notice at their door. If residents do not receive a notice, they can report the damage to the City. Notification of a damaged mailbox and/or post must be provided to the City of Lockport Public Works & Engineering Department for evaluation within 10 days. Residents can notify the City by completing a service request online at [www.cityoflockport.net](http://www.cityoflockport.net) (search “service request”) or by calling **815-838-0549 option 8**. Once service has been requested, Public Works & Engineering will inspect your mailbox and determine responsibility. Typically if a mailbox is hit directly by snow removal equipment, the post will be sheared off at the ground surface. Mailboxes tipped, damaged, or knocked down by the weight of the snow being cleared by a City plow truck **WILL NOT** be eligible for repair/replacement/reimbursement. A properly installed and maintained mailbox should be able to withstand these forces and conditions that result from routine snow plowing.

### **REPAIR/REPLACEMENT/REIMBURSEMENT:**

If a mailbox is directly struck by City of Lockport snow removal equipment, and the mailbox conforms to U.S. Postal Service specifications as listed on the attachment, the City will repair it if possible. If a repair is not possible, the homeowner can choose between a replacement and reimbursement. Replacement will consist of a 4” x 4” wooden post and standard metal box (a temporary mailbox may be installed until a full repair/replacement can be made once snow has melted). If the replacement is not desired, the City will reimburse for a new mailbox up to a maximum of \$50 (copies of receipts are required).

## USPS MAILBOX GUIDELINES

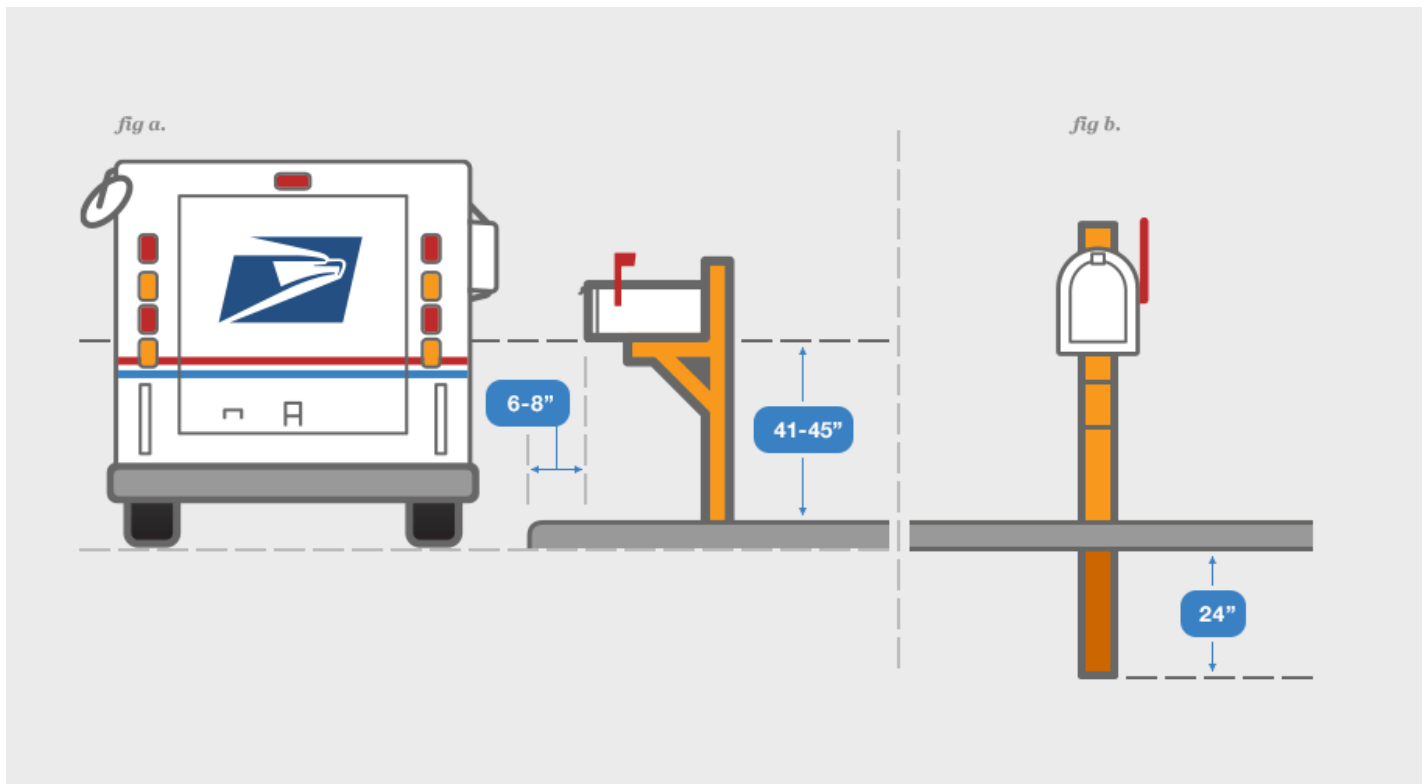
### **WHERE TO PLACE THE MAILBOX:**

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.

### **INSTALLING THE MAILBOX POST:**

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

- A 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).
- Bury your post no more than 24" deep.



<https://www.usps.com/manage/mailboxes.htm>