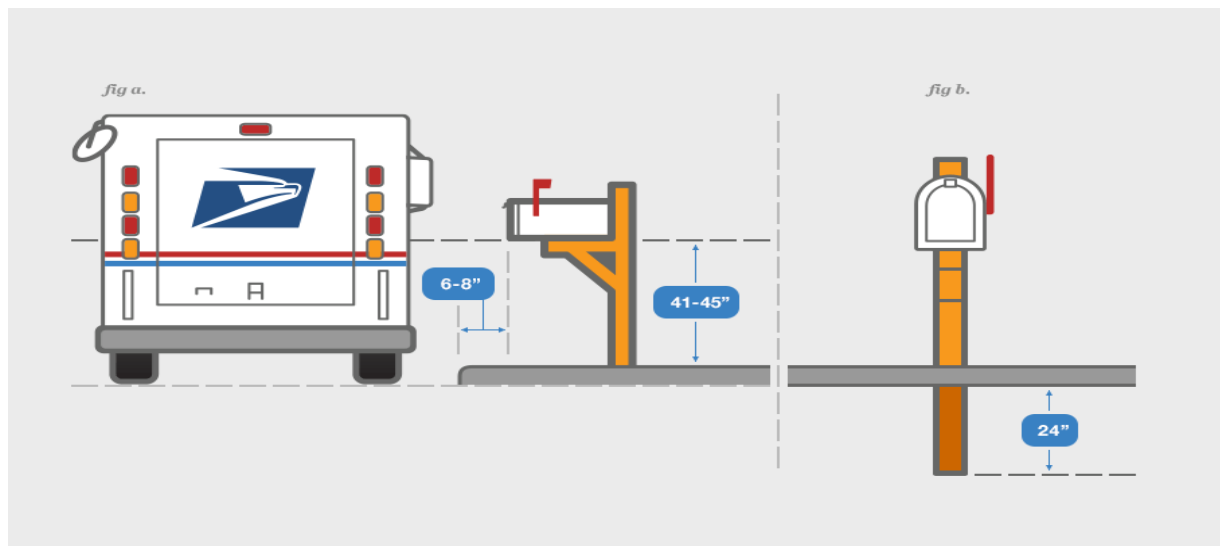


## Mailbox Guidelines

Here are some helpful guidelines to follow when placing your mailbox per the United States Postal Service's (USPS) regulations.

- 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 face of 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.
- Prior to any post digging, *please remember to call in a Diggers Hotline to insure the area is safe and clear of utilities.* (Diggers Hotline 811 or (800) 242-8511)
- Recommended mailbox post is 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).
- The post depth of 18"-24" is ideal for a stable post. Do not bury your post more than 24" deep.



If your mailbox does not conform to the above specifications, and would get hit by the street sweeper, snowplow, recycling or garbage truck it will be your responsibility to replace and reinstall your mailbox.

If your mailbox is damaged from snow removal operations, please see the Village website for our mailbox replacement/repair policy or call the Department of Public Works at (920) 532-0434.

