



Village of Pewaukee Mailbox Policy

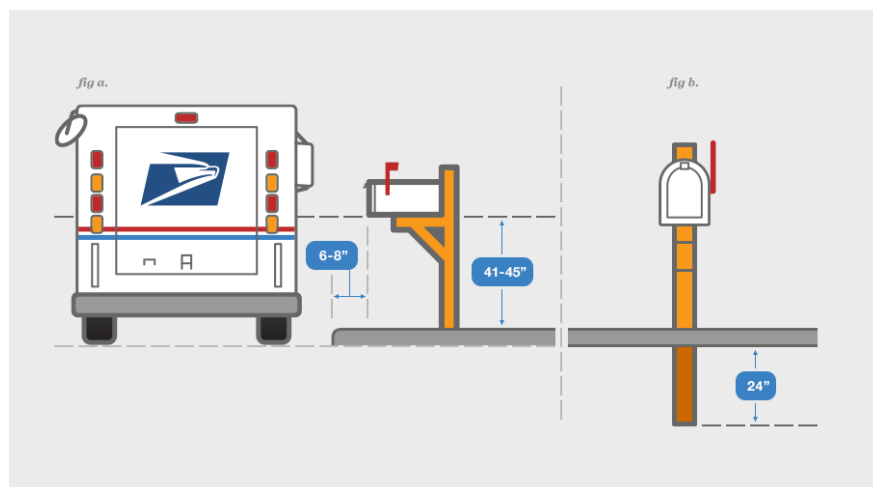
Any mailbox allegedly hit by a DPW plow should be called in to Village Hall at 691-5660 within 24 hours of the storm or email villagehall@villageofpewaukee.wi.gov. Once notified, a Village representative will inspect the damage to confirm whether or not it was caused by a DPW snow plow. **The Village will only assume responsibility for mailboxes damaged by direct contact with plow equipment.** The operator is often aware of such contact and will document it for follow up. If snow load (the load of the snow rolling off the plow) causes the damage, the Village will not assume responsibility. Village Operators attempt to avoid damaging mailboxes and yards, with most damage usually caused by snow rolling off the plow blade. If it is determined that the Village caused the damage:

After notifying the Village, and a return acknowledgement of responsibility, the mailbox and/or post will be repaired or replaced with a standard #1 Rural Mailbox and 4" x 4" wooden post. Weather conditions may temporarily only permit a temporary post and box set in a sand pail. A resident may alternatively submit receipts for up to a \$35 reimbursement for self-replacement.

To assist the Department of Public Works and the Postal Service, the Village suggests inspecting your mailbox and post prior to winter and repairing as necessary. The following tips can help reduce the chance of damage due to plowing operation:

- Ensure the mailbox post is sturdy and fully supported to the ground to withstand the heavy snow moved aside by the plow.
- Add small section of reflective tape to the right side (facing traffic) to make it easier to see during storms.
- Remove snow from around the base and to the right side of the mailbox regularly.
- If you have a highly ornate/artistic mailbox, consider replacing with a standard box during winter.

A mailbox box face should be no more than 8 inches from the front of curb and the bottom of the box at least 41 to 45 inches from the top height of the curb. The post should be set in a hole 8 to 10 inches in diameter and 24 inches deep.



Keep the post at least five feet away from fire hydrants.