

# Curbside Mailbox Guidelines

## Standards for Proper Installation (Typical Mailbox)

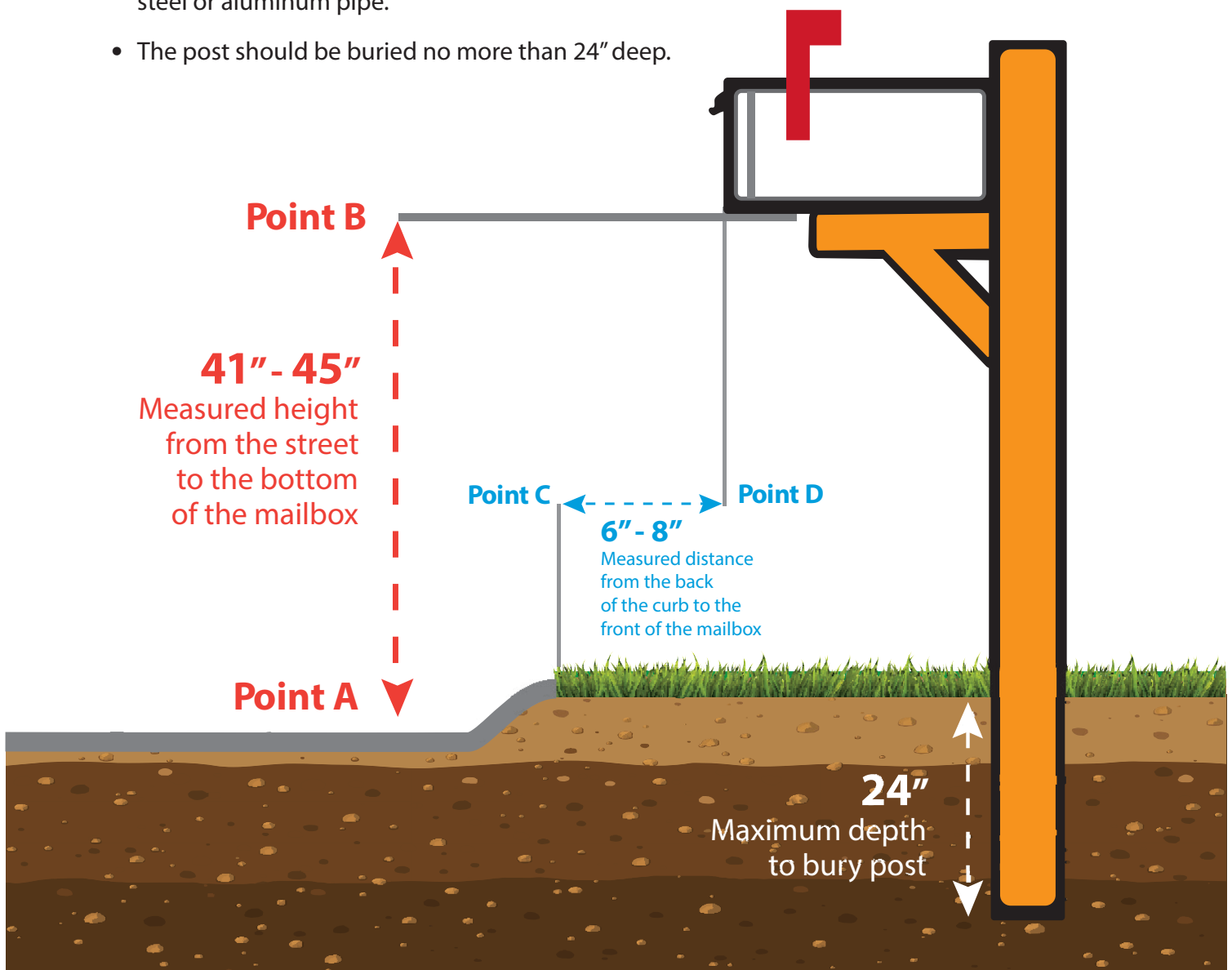
- The height of the mailbox must be between 41" and 45" measured from the street gutter line to the bottom of the mailbox.

### Point A to Point B

- Mailboxes must be mounted so that the front of the box and any portion of supporting structure is 6" to 8" from the back of the cement curb where it meets the grass.

### Point C to Point D.

- Single mailbox supports shall be constructed on a breakaway post made of wood (maximum size of 4" x 4" square), or a 2" diameter standard steel or aluminum pipe.
- The post should be buried no more than 24" deep.



# MAILBOX FACT SHEET

The Department of Public Works strives to provide prompt and professional snow plowing services to the residents of the City. On occasion, mailboxes will be damaged during snowplowing activities. When it can be reasonably shown that direct physical contact between the snowplow and the mailbox occurred, the City would reimburse the homeowner up to \$75 for the cost of repair or replacement. The City has no control over the weight of the ice and snow, so when the damage is from the weight coming off the plow, no reimbursement will be made.

**Below are three of the most common complaints the City receives during the winter snow plowing season, followed by the City's response to each.**

**Complaint: You plow too close to curb!**

*City Response:* The City plows to the curb to clean the catch basins; this allows water from melting snow to drain and prevents streets from flooding. This also allows the post office closer access to the curb and your mailbox.

**Complaint: Your driver was going too fast, slow down!**

*City Response:* The speed is dependent on the weight of the snow (which resists the forward movement of the plow). The goal is to have enough speed to spread the snow when it leaves the plow. If we plow too slow, a high snow bank is formed that blocks driveways that cars cannot drive over. If additional snow falls requiring plowing, an existing high snow bank impedes subsequent plowing requiring even greater speed to move the snow up and over the existing snow bank.

**Complaint: The snow could not cause that much damage to my mailbox!**

*City Response:* **Snow is very heavy** (even just a few inches) and usually includes packed snow and ice caused by vehicle traffic. The design of a snowplow is to remove the snow and force it to the side of the road (a large part of which is airborne). A poorly constructed and installed mailbox is no match for the enormous weight of the snow and ice coming off the plow. Major roads that are 3, 4 or 5 lanes wide, multiplies the force of the snow.

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**Other factors to consider:**

- "Wet snow" is very heavy and typically more damaging.
- The wider the road (3, 4 or 5 lanes), the more snow and accompanying weight.
- We do our best working long hours to make the streets safe and passable.

**What you can do to prevent mailbox damage:**

- Move it back from the curb (we recommend a minimum of 6 inches behind the concrete curb).
- Wood mailbox posts with a perpendicular arm extending out towards the street or one-piece plastic mailboxes sometimes appear more susceptible to damage.
- The more surface area you expose to the snow, the more likelihood of damage.
- Some softer plastic might crack when stressed in cold weather.
- Some metal mailboxes are very inexpensive (\$6 to \$10 & very thin), which makes them more susceptible to caving-in damage. Stronger mailboxes survive better.
- Your mailbox structure needs to be constructed to withstand the force of the plowed snow/ice.  
***Please remember that "brick mailbox structures" are illegal in the right-of-way.***