

CITY OF WAUSAU Mailbox Replacement Policy

The City of Wausau Department of Public Works has many operations that require various types of vehicles and equipment to work along the street gutter and curb line. These operations include snow removal and plowing, mechanical sweeping, brush and leaf pickup. Performing these operations require the Public Works Department to plow or clean as close to the curb as possible. The Public Works Department takes great care not to damage any property within the city right-of-way; however, mailboxes do occasionally get damaged.

THE POLICY

The Public Works Department will no longer repair or replace damaged mailboxes or support posts. Instead, when the following three (3) criteria are met, we will provide reimbursement up to a maximum of \$75 (copies of receipts are needed):

1. It is determined that the City operator damaged the mailbox while operating within the street gutter and curb line; and
2. The mailbox had been properly installed (e.g., meeting USPS* installation guidelines discussed below) and maintained prior to the damage occurring.
3. The receipts are submitted within six (6) months of occurrence.

If all criteria noted above are met, you may repair or replace the mailbox/post at your own cost. The City of Wausau will then reimburse you up to a maximum of \$75, which includes both labor and materials. Copies of receipts are required both for materials and for labor from a third party vendor or contractor. A temporary post and mailbox will be placed by the City in an appropriate location if necessary. Instructions on how to file a claim are available at the City of Wausau Clerks Office.

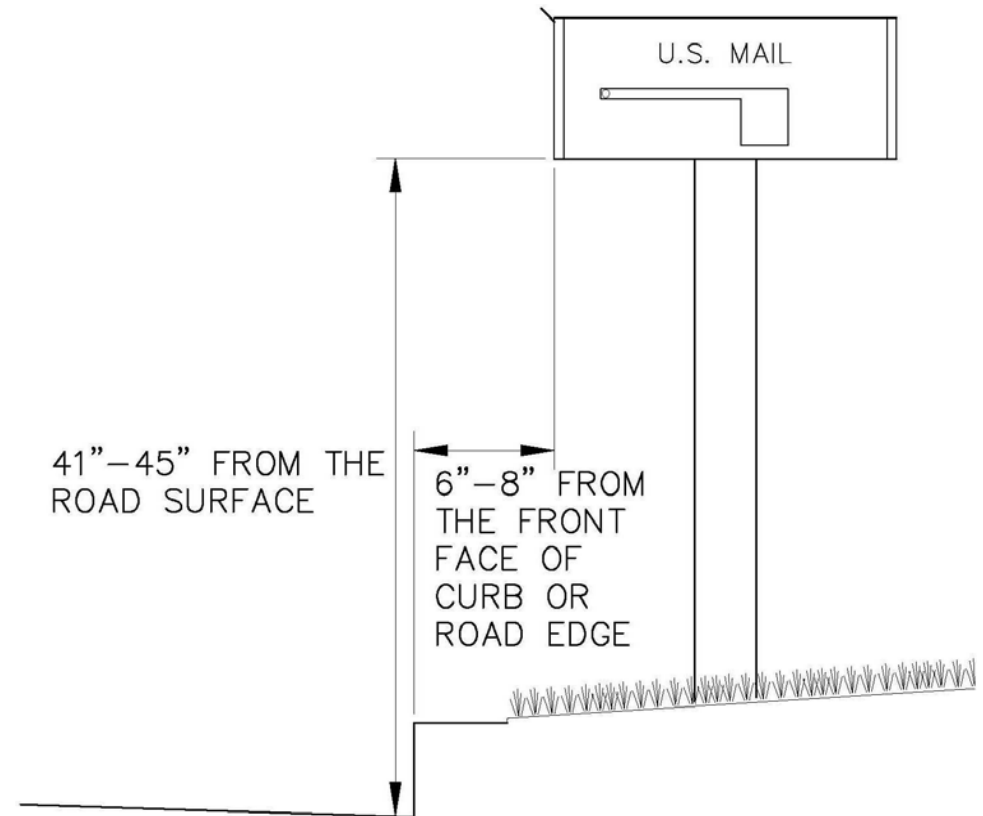
Note: Any mailbox damaged by the weight of the plow windrow (snow exiting the end of the plow) will no longer be covered under this policy.

Mailbox installation guidelines established per USPS regulations are:

- Mailboxes installed on streets with a curb must be 41" to 45" above the street surface.
- The face of the mailbox must be between 6" to 8" back from the curb face or edge of paved surface (see diagram).

Please **DO NOT** use concrete to secure your mailbox post. Instead use ¼" screenings (1/4" gravel with fines) or compacted sand.

Mailbox Placement Postal Requirements



Residential Mailbox Standards

Placement on streets with or without curb & gutter