

Village of Swanton Mailbox Replacement Policy

Residents:

- Residents are encouraged to inspect, replace and/or repair their mailbox before the snow season so it is sturdy enough to withstand the sludge, etc. thrown by the plow. It is the responsibility of the property owner of each mailbox to remove snow/ice, around said mailbox, to ensure mail delivery. Mailboxes should not overhang any curb nor pavement surfaces used as part of the travel lanes. Please follow both United States Postal Service (USPS) and Ohio Department of Transportation (ODOT) regulations for proper placement.

Applicability:

- This policy applies to all locations within the Village of Swanton incorporated limits.

Policy:

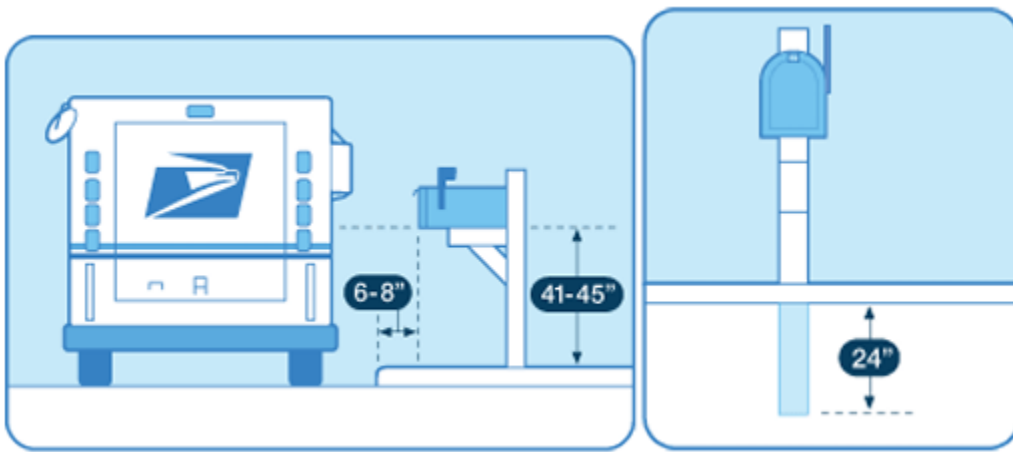
- The Village only repairs/replaces properly installed/placed* mailboxes and posts that are directly hit by the snow plow. The Village does not repair/replace mailboxes and posts that are damaged by snow thrown from the snow plow or mailboxes that lean out over the curb or edge of pavement if no curb. The Village does not repair/replace posts that were rotten at/near the base and failed due to age or natural deterioration of such posts.
- The Village is not responsible for damage to mailboxes located in the Village right of way which are damaged as a result of snow and/or ice or any other object dispersed from the snow plow blade during street clearing of snow by Village crews.
- **If a mailbox is improperly positioned as per ODOT & United States Postal Service requirements and/or overhanging the curb or edge of pavement and is struck by the Village plow, the Village is not responsible for damage.**
- If a properly positioned mailbox, (usually 6-8" behind the face of curb or edge of pavement) meeting ODOT & United States Postal Service requirements, is struck by Village snow removal equipment due to non-weather related causes, the Village will either repair or replace the mailbox/post with a simple standard mailbox/post.
- **All damage claims must be reported within 2 working days of the occurrence in order to be eligible for replacement.**
- The Village reserves the right to make a (repair/replacement/no replacement) determination on a case by case basis. A form should be submitted to the Public Services Division and a determination will be made within 5 business days of a form submitted during working hours. If a determination

(repair/replacement/no replacement) cannot be clearly made, the mailbox and/or post will be repaired/replaced.

Direct Replacement/ Compensation (Requested by Homeowner):

- In the instance a homeowner requests direct replacement, the Village shall not pay more than \$75 for a replacement. In this instance, if a determination of (replacement/no replacement) cannot be clearly made, the homeowner will be awarded up to \$75 for replacement. Also in instances of direct replacement, a form describing the post, material type, mailbox, location in reference to the roadway, extent of damage and receipt for purchase is required to be completed prior to disbursement.

*From USPS:



*From ODOT: Mailbox supports (from ODOT access management manual 2010):

Mailbox installations within the clear zone shall be installed as shown in Figure 803-1 using “breakaway” type supports. Satisfactory supports are as follows:

1. Maximum 4” x 4” square or 4.5” diameter round timber
2. Maximum 2” diameter (2-3/8” OD) Schedule 40 standard strength steel pipe.
3. Any material with breakaway cross section characteristics equivalent to 1 or 2 above.
4. Group Mailbox supports should be placed on three foot centers and the turnout lengthened to accommodate the grouping. No more than two mailboxes shall be placed on each post.
5. Where guardrail exists, mailboxes and their supports should be located behind the guardrail. Supports must still meet the breakaway requirements listed above

- ★ We highly recommend that plastic mailboxes not be installed on roads within Fulton and Lucas County. Plastic mailboxes become very brittle in the winter and typically do not survive the force of snow and slush.
- ★ We also highly recommend placing mailbox shields for the winter season to prevent damage by thrown ice and snow.