

Village of Waterford

Mailbox Policy

Mailboxes located in the Village of Waterford's right-of-way shall be installed per the U.S. Postal Service Residential Mailbox Standards and section 191-4B(6) of the Code of the Village of Waterford. The front of the box must be set back a minimum of 8 inches from the back of curb. In locations where there is no curb, the setback shall be from the existing graveled shoulder of the road. The mailbox door when opened shall not extend past the back of the curb or graveled shoulder of the road. The mailbox shall be installed with the bottom of the box at a vertical height of between 42-48 inches from the road surface. No mailbox shall be placed within 10 feet of a fire hydrant.

Mailboxes and posts shall be constructed and maintained to withstand the force of heavy wet snow and ice being pushed off of the road onto the village right-of-way by snow removal equipment. For safety, the support or posts should break away or bend over if impacted by a motor vehicle. The following are approved as supports or posts, none of which may be set in concrete or set to a depth exceeding 24 inches into the ground.

Square wood post: four inches by four inches.

Round wood post: four inches in diameter.

Steel pipe: one and one-half inch inside diameter.

Steel channel: not weighing more than two pounds per foot.

Residents are urged to check their mailboxes to make sure they are installed in accordance with this policy. Any claim of damage from snow removal operations will be investigated by Department Staff. **Mailboxes failing to meet these specifications will not be repaired by the Village in the event they are damaged by a plow during snow removal operations.** In the event that a mailbox that is installed in accordance with this policy is actually hit and damaged by Village-owned snow removal equipment and can not be repaired; it will be replaced with a metal or plastic box acceptable to the U.S. Postal Service. Some allowances may or may not be made for more decorative boxes. The Village does not guarantee it will match the damaged mailbox exactly. In lieu of the Village replacing a decorative or custom mailbox, the home owner may make a request in writing with receipts for reimbursement not to exceed \$100.00.

The Village of Waterford does not issue written permits for the placement of mailboxes within the road right-of-way. All mailboxes placed within the road right-of-way are placed there at the owner's risk.

Similar to the property owners responsibility to keep snow and ice cleared from their sidewalks, it is also the property owners responsibility to keep snow and ice cleared up to the curb in front of their mailbox to enable the U.S. Postal Service to have unobstructed access to the mailbox so carriers can safely and efficiently deliver the mail. Failure to keep this area clear of snow and ice may result in an interruption of mail service.

Village of Waterford's Approved Mailbox Installations

