

Village of Sleepy Hollow

Mailbox Damage from Snow Plowing Policy

PURPOSE:

During the Village's snow and ice control operations, there is a potential for mailboxes to be damaged either by direct contact with Village equipment or by snow being cast by Village plows. It is essential that the Village clear the entire width of the roadway, either to the curb or road edge to enable traffic flow, drainage and access to mailboxes, as required by the U. S. Post Office. The purpose of this policy is to establish guidelines to be followed for the repair, replacement or compensation of mailboxes damaged by the Village equipment during snow removal operations.

REPAIRS AND REPLACEMENT LIMITED TO DAMAGE FROM VILLAGE SNOW REMOVAL EQUIPMENT:

The Village of Sleepy Hollow will not be responsible for the repair and/or replacement of any mailbox or post unless the damage was a direct result of the Village's snow removal equipment. Damage caused by private contractors, private vehicles, accidents not involving Village equipment, or from an unknown cause will not be repaired by the Village.

Notification of a broken mailbox and/or post must be provided to the Public Works Department (847-428-5636) within 10 days of damage for repair or reimbursement by the Village. The Public Works Department will examine the damage and make a determination on the extent and cause of the damage. If a minor repair can be made, it will be up to the discretion of the Public Works Department to do so or recommend the resident replace the mailbox and request reimbursement to the extent of the materials up to a maximum of \$75.00.

Landscaping and planting materials added to the parkway or around mailboxes will be the sole responsibility of the property owner. These are high traffic areas subject to harsh conditions from necessary road and utility maintenance and snow and ice control operations. The Village will not reimburse the owner for damage done to landscaping placed in the right-of-way resulting from Village operations.

PROPER INSTALLATION OF MAILBOXES:

The placement of the mailbox, with respect to the edge of pavement, is important and has a direct impact on the potential for damage. Mailboxes should be installed per the Village of Sleepy Hollow guidelines outlined on Page 2 of this policy. Mailboxes should be placed so that the front of the mailbox is 12" from the edge of the pavement on streets.

TEMPORARY MAILBOX:

If a mailbox has been damaged by Village equipment during snow and ice control operations to the extent that it cannot be used for mail delivery, the Village will provide and place a temporary mailbox until a permanent replacement can be installed. The resident must initiate this service by contacting the Public Works Department.

Replacement Mailbox:

The resident should complete the replacement or repairs to the mailbox and/or post, himself/herself. Once the resident has replaced the mailbox, notification should be made to the Public Works Department and a public works representative will collect the village provided temporary mailbox and verify the installation or repair of the new mailbox. The village will then reimburse the resident by check for the material costs as indicated by a copy of a receipt up to a maximum total of \$75.00. Reimbursement by the Village is limited to one time per season.

IMPROPERLY INSTALLED MAILBOXES:

The Village reserves the right to limit replacement or reimbursement for any improperly installed, previously damaged, or improperly maintained mailbox. Improperly installed mailboxes include those that are too close to the road edge or back of the curb, or those that were not installed per the Village of Sleepy Hollow guidelines below.

