



City of Tomah

Mailbox Replacement Policy

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

THE POLICY

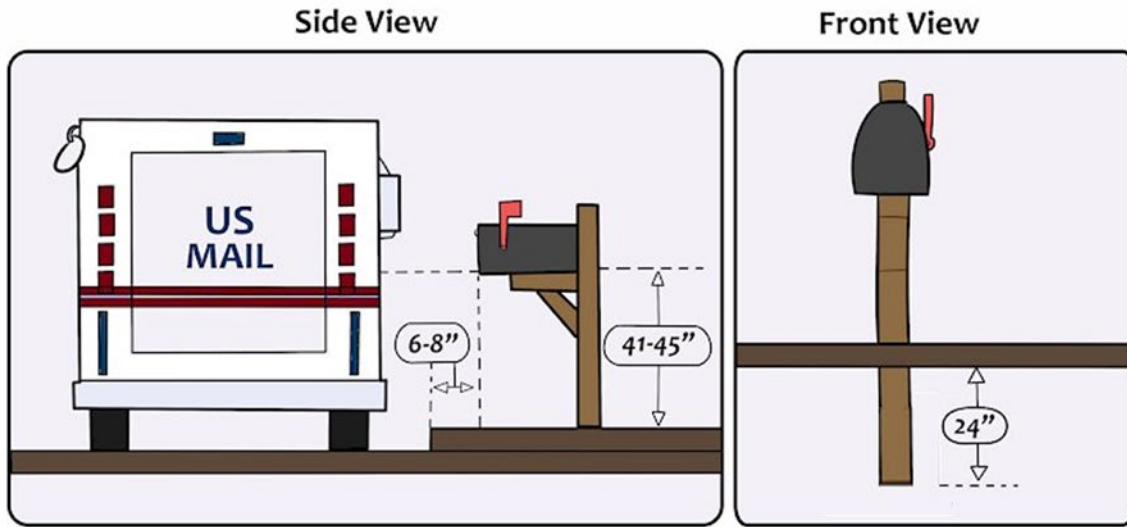
The City of Tomah Public Works Department will no longer repair or replace damaged mailboxes or support posts. Instead, if the following three (3) criteria are met, you may repair or replace the mailbox/post at your own cost and they will provide reimbursement up to a maximum of \$50.00 (copies of receipts are needed):

1. Submit the mailbox reimbursement form within 10 business days of the incident. The form is on our website (tomahwi.gov) or in our office at 819 Superior Ave.
2. If it is determined that the City Operator damaged the mailbox while operating within the street gutter and curb line or right-of-way for garbage and recycling operations.
3. The mailbox had been properly installed (e.g., meeting USPS installation guidelines discussed below) and maintained prior to the damage occurring.

NOTE: Any mailbox damaged by the weight of the plow windrow (snow exiting the end of the plow) will not be covered under this policy and no reimbursement will be offered.

Guidelines established per USPS regulations regarding mailbox installation:

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



The mailbox should ideally be located to the right of the driveway. This allows your letter carrier to serve your mailbox without blocking your driveway.

Note: Check with your local municipality/county for mailbox requirements which may differ from above. Customers should contact the postmaster or carrier before erecting or replacing their mailbox.