



24455 Third Street, PO Box 247, Trempealeau WI 54661  
P 608-534-6434 F 608-534-6280 E info@trempealeauwi.com

## **MAIL BOX POLICY**

Village snow plow operators try very hard to avoid mail boxes when plowing streets. However, weak posts or support brackets, rusted mail box components and improperly placed mail boxes could result in damage.

New mailboxes must be installed in conformance with Village and postal service standards. If your mailbox does not meet the placement guidelines below, the Village of Trempealeau will NOT replace or reimburse for damage. Damage only caused by physical strike of snow plow will be considered for reimbursement. Heavy snow causing damage will not be covered.

Claims may be submitted to the Village for reimbursement up to \$50 with supporting documentation which should include a picture of the damage and receipt(s) for replacement materials. Reimbursement is limited to material cost only and claims must be received by May 1<sup>st</sup> to be considered.

The claim will be reviewed by Streets and Alleys Committee and recommended for approval or denial by the Village Board.

## **MAIL BOX GUIDELINES**

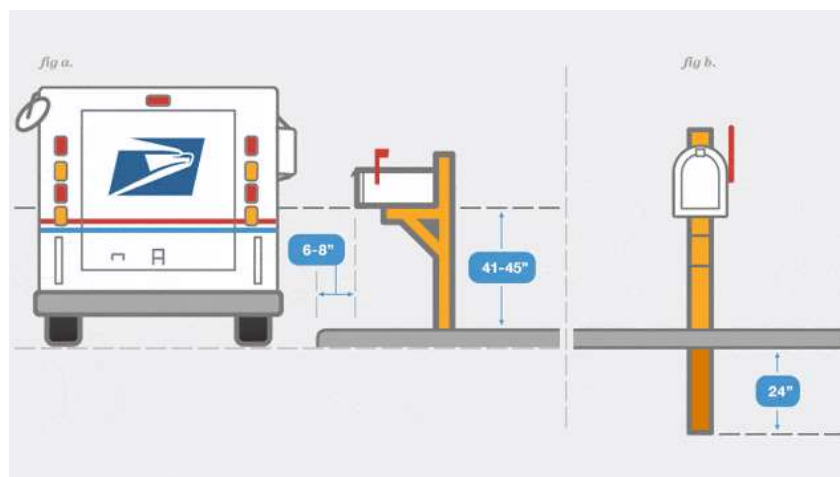
Correctly installed mailboxes may last for many years.

### **Placing the Mailbox**

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry
- Place your mailbox 6" to 8" back from the curb or edge of paved road in absence of curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.

### **Installing the Post**

- A 4"x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- Bury the post no more than 24" deep.





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## **MAIL BOX DAMAGE CLAIM**

DATE OF DAMAGE \_\_\_\_\_ DATE OF REPORT \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

COST TO BE REIMBURSED: \_\_\_\_\_

Please attach the following:

1. Receipt for Materials (maximum reimbursement will be \$50)
2. Picture of damage sustained

Reports will not be reviewed without this documentation and claim will be denied.

Requests must be submitted by May 1<sup>st</sup> to:

Village of Trempealeau Clerk

PO Box 247

Trempealeau, WI 54661