

## **City of Oshkosh**

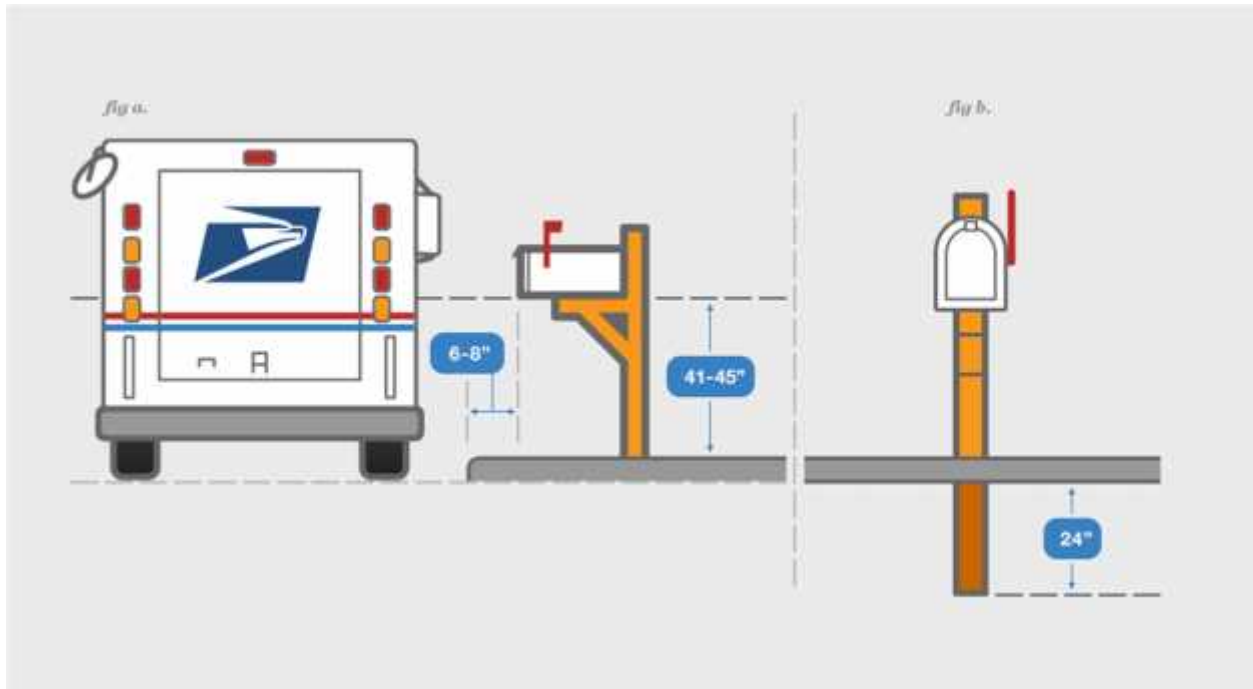
### **Street Division Mailbox Policy**

The Department of Public Works Street Division has experienced some problems during snow plowing with the incorrect placement of mailboxes. The United States Postal Service (USPS) has requirements for mailbox placement and the Department of Public Works has requirements in order for the snow plow operators to clear snow. Remember that weather, frost, and age will affect a mailbox and annual maintenance by the resident is recommended.

The USPS requirements are as follows: place the front of the mailbox 6 to 8 inches back from the curb. Place the mailbox 41 to 45 inches from the road surface to the bottom of the mailbox or point of mail entry. In areas where there is no curb, the height of the mailbox should be 48 inches from the top of the ground to the bottom of the mailbox.

The Department of Public Works will not accept liability for mailboxes found with measurements outside of the USPS requirements. If a plow truck damages a mailbox due to the force of the snow rolling off the plow, the mailbox will not be repaired or replaced by the Department of Public Works. Mailboxes that meet the USPS requirements and are able to be repaired to working condition, **will be repaired and will not be replaced**. The Department of Public Works may choose to replace a mailbox damaged beyond repair with a standard mailbox approved by the USPS. The Department of Public Works may, upon request of the property owner, provide \$50.00 towards the replacement cost of said mailbox.

Claims for mailbox damage must be submitted to the Street Division (236-5380) **within 36 hours after damage. Final judgment will be made by a Public Works Supervisor.**



## Placing the Mailbox

Here are some helpful guidelines to follow when installing your 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. 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.

If you are attaching the box to your house, make sure the postal carrier can reach it easily from your sidewalk, steps, or porch.