

We apologize for any inconvenience we may have caused you. A temporary mailbox has been placed at your residence and a permanent repair will be made at the end of the winter storm season. Below is the Village procedure for mailbox replacement.

Residents have two options to choose from when a mailbox is damaged.

Option A: Residents may purchase the materials and make the necessary repairs. A reimbursement of \$150.00 will be made after Village staff inspects the installation of the new mailbox to ensure all materials and installation procedure meet the requirements listed in this brochure. Residents must retain copies of the receipts for proof of new material purchases. Please refer to the next section, which explains the proper installation guidelines for your post and mailbox.

Option B: The Public Works Department will repair the existing mailbox or replace it with a standard (black) U.S. Service mailbox and, if necessary, repair the existing post or replace it with a standard 4" x 4" wood post.

At your earliest convenience please contact the Public Works Department at 847-367-3726 (490 Greenleaf Drive) to let us know which **Option** you would like. **The Public Works Department must be notified by April 15th of any damage to receive reimbursement or have repairs made by the Department.**

MATERIALS

Post – 4" x 4" x 80": A *treated* wood post is recommended over steel. Wood posts are unaffected by road salt which significantly accelerates the corrosion of metal posts. The mailbox shall be mounted on a support structure which is a minimum of 4" x 4" or a maximum of 6" x 6" treated wood post, or a minimum 1½" to a maximum of 3" diameter light gauge galvanized steel hollow pipe, or on such other similar structure as is approved by the Public Works Department, and found of comparable safety to the wooden post or light gauge steel pipe structures.

Other support structures such as, but not limited to, masonry columns, railroad rails and ties, tractor wheels, plow blades, milk cans, or barrels filled with concrete are expressly prohibited.

Mailbox: The mailbox should be U.S. Postal approved and securely attached to the post. A standard mailbox is recommended because they tend to weather the impact of snow coming off plows better and Village policy limits full mailbox and post reimbursement to \$150.00.

INSTALLATION

Before You Do Anything: Call J.U.L.I.E. at 1-800-892-0123 at least 48 hours before you even start to look for your shovel so all underground utilities can be located. If you do not call before you dig, you might be in for

quite a surprising jolt. You would also be violating state law.

Locating the Post: The center of the post should be located 24 inches behind the back of the curb and 4 feet from any fire hydrant. The hole should be approximately 36 inches deep to deter frost heaving. A small amount of concrete placed in the hole will help set the post in place.

Locating the Box: The mailbox itself should be 42 inches off the ground so the mail carrier can easily place mail in your box from his/her vehicle. The face of the mailbox should not be less than 6" or more than 12" behind the curb so it does not get hit by snowplows (or their marker flags).

To report damage, provide an "Option" choice, or have any questions please contact:

Sergio Lozano
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