



CITY OF DARIEN
Municipal Services
1702 Plainfield Road, Darien, IL 60561
630-353-8115

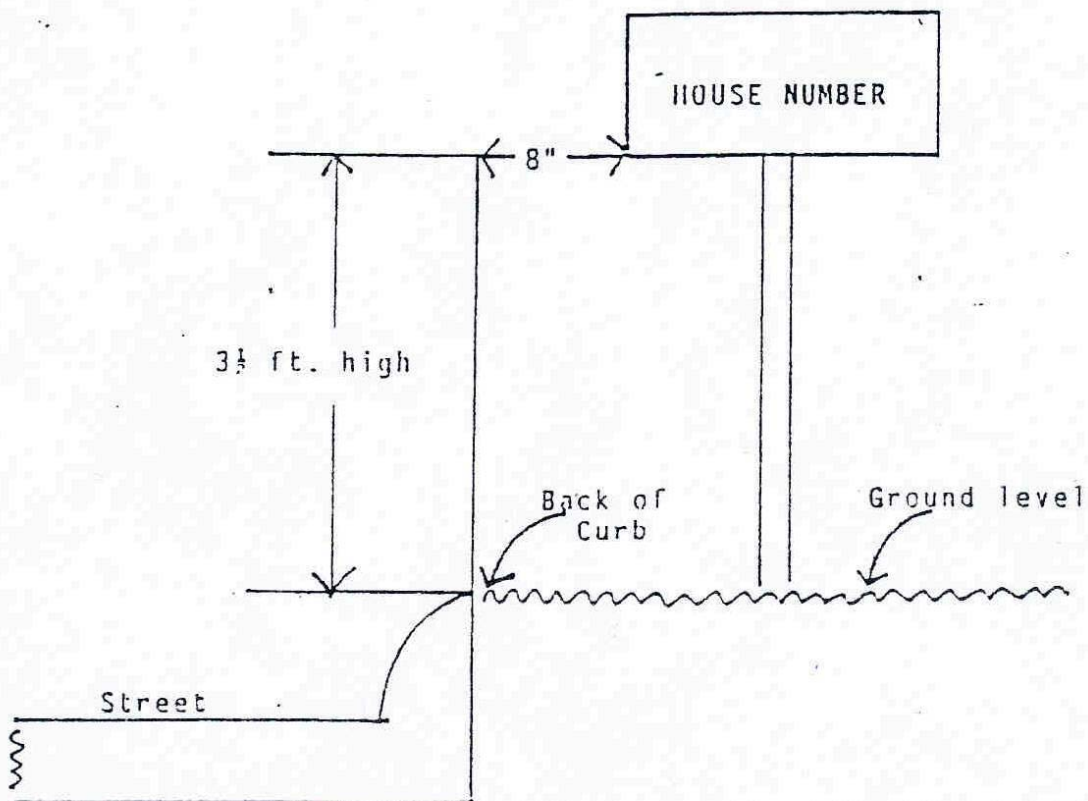
MAILBOX POLICY

The purpose of this policy is to better define the responsibilities of the Public Works Department in the event a private mailbox and/or mailbox supporting structure is knocked down, destroyed, or otherwise damaged during maintenance or construction operations along a public street.

- 1) The installation of private mailboxes are permitted along public roadways for the receipt of mail and are expected to be substantially constructed and in compliance with the requirements of the United States Postal Service recommendations and the suggested mailbox installation guide included in the Public Works Standard Specifications.
- 2) In the event a properly placed mailbox or supporting structure is knocked down, damaged, or destroyed as a result of direct contact by Public Works equipment, it will be the responsibility of the Public Works Department to repair or replace the damaged mailbox or mailbox supporting structure in kind.
- 3) In the event an excavation by the Public Works Department undermines the supporting structure of the mailbox causing damage, tipping or collapse of the mailbox and/or mailbox structure, it will be the responsibility of the Public Works Department to repair or replace the damaged mailbox and/or mailbox supporting structure in kind.
- 4) In the event a collapse of the roadway or roadway structure results in damage, tipping or collapse of the mailbox and/or mailbox supporting structure it shall be the responsibility of the Public Works Department to repair or replace in kind the damaged mailbox and/or supporting structure.
- 5) In the event a mailbox and/or supporting mailbox structure is damaged from the force of the snow rolling off of the snow plow it shall be the responsibility of the Public Works Department to erect a temporary mailbox within 12 hours of the incident and provide the attached flyer to the resident. **The City of Darien will not be responsible for replacement of brick or ornamental mailboxes.** All mailbox mishaps shall be reported to the Public Works office and logged. Weather pending, the Public Works Department shall be responsible to repair or replace the damaged mailbox to what is existing or if unavailable, then to a similar **kind**. In the event that a brick or ornamental mailbox is damaged beyond repair from the force of the snow rolling off of the snow plow, it shall be the department's responsibility to erect a temporary mailbox within 12 hours of the incident and provide notification to the resident regarding the repair/replacement policy. The resident will be further informed that the City of Darien will only replace a structure and mailbox valued to approximately \$65.00.

INSTALLING YOUR CURBSIDE MAILBOX

1. Bottom of box to ground level should be 3 ½ feet high.
2. Back of curb to front of box should be approximately 8 inches.
3. House number on approach side of box.



Supports should be no larger than 4" x 4" wood or 2 inch diameter aluminum pipe, and should be buried no more than 24 inches in the ground. Supports should safely break away if struck by a vehicle.