

## **MAILBOX INSTALLATION GUIDELINES**

### **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 Director of Public Works, and found by him to be 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 Service approved and securely attached to the post. A standard mailbox is recommended over the more esoteric varieties for three reasons. First, they tend to weather the impact of snow coming off plows better. Second, Village policy limits mailbox reimbursement to \$50.00. Finally, most people find a row of standard mailboxes actually looks better than a cluttered array of artistic interpretations of what should be a rather utilitarian container. Save yourself money and improve the aesthetics of your neighborhood; buy a standard box.

### **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).

Following these guidelines in accordance with Ordinance No. 93-43 will alleviate most mailbox problems. Of course, we cannot guarantee that your mailbox will last forever. Wet, heavy snow

has quite an impact as it comes off a snowplow blade. And, in any direct skirmish between an errant plow or car and your mailbox, your mailbox will certainly lose. Rest assured that we do all we can to keep such skirmishes to an absolute minimum and appreciate your efforts to install a mailbox in accordance with the instructions above. If you have any questions, please do not hesitate to call the Vernon Hills Public Works Department at 847-367-3726.