

We apologize for any inconvenience we may have caused you. **If the temporary repairs we've made are satisfactory please call to let us know.** Below is our procedure for mailbox replacement as approved by the Village Board.

Option A: Residents may purchase the materials and make the necessary repairs. Reimbursement up to a maximum of \$50.00 will be made after the installation of the new materials has been completed and copies of the receipts have been submitted to the Village. 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.

Option C: Residents may purchase their own replacement material and have the materials available for the Public Works Department to install. In this case, due to the cost of labor, the Village will reimburse the resident a maximum of \$12.00 for a mailbox and \$20.00 for a post.

At your earliest convenience please contact the Public Works Department or go to our website at www.vernonhills.org 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 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 (Ordinance 2004-100). 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).

Any questions please contact:

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