



CITY OF EAST GRAND RAPIDS

750 LAKESIDE DRIVE SE-EAST GRAND RAPIDS, MICHIGAN 49506

MAILBOX REPLACEMENT POLICY

PURPOSE:

To establish a uniform requirement for the installation of curbside mailboxes along street right-of-way that provides for efficient and adequate snow clearance, right-of-way maintenance, enhancement of traffic safety and establish standards for reimbursing or replacing property owners for damage to curbside mailboxes.

MAILBOX REPLACEMENT:

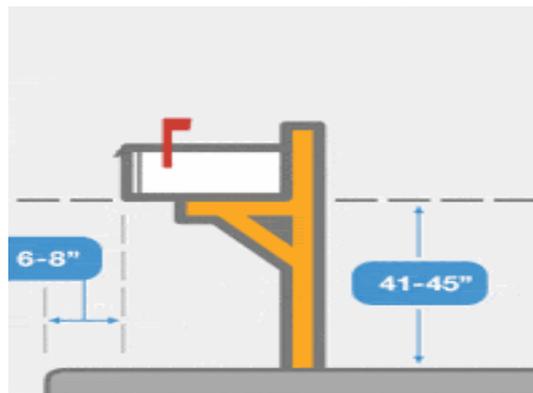
When the City is contacted by a resident with respect to a damaged mailbox/post a City employee will be dispatched to inspect the damage in accordance with the standards noted below.

The City will replace curbside mailboxes only when it has determined that all of the following apply:

1. The damage was caused by physical contact with a plow blade or force of plowed snow.
2. The mailbox and post were in good condition (no existing damage, tape, cords, rot, rust, etc.).

The City will not replace mailboxes when the City has determined any of the following apply:

1. The mailbox and post were not in good condition (existing damage, tape, cords, rot, rust, etc. is present).
2. The mailbox damaged was not installed within United States Postal Service installation requirements/guidelines: placement of the front of the mailbox shall be set back 6-8 inches from the face of the curb or on streets without curb the edge of the pavement and the bottom of the mailbox shall be between 41 inches and 45 inches from the top of the pavement (*see USPS regulation illustration below).



Replacement options available to residents for eligible damaged mailboxes and/or posts by the City are:

1. The City will provide and install a standard metal USPS mailbox with a standard 4 inch by 4 inch wood post (individually or together depending on what is damaged).
2. The City will reimburse residents up to \$40 for a mailbox and up to an additional \$40 for a post (individually or together depending on what is damaged). In order to be reimbursed, residents need to provide documentation that mailboxes and/or posts are USPS approved and installed to USPS regulations. Residents must also provide paid receipts. The City is not responsible for installation or costs associated with installation under this option. Reimbursement limited to the cost of mailboxes and posts only.
3. If either of the first two options are not selected, an appeal may be made by a resident to the Finance Committee for an agreed to depreciated value of a mailbox and/or post.

EFFECTIVE DATE: City Commission Approved-February 15, 2016