

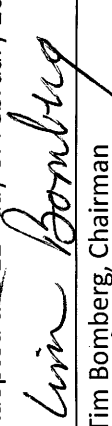
TOWN OF FLORENCE  
MAILBOX REPLACEMENT POLICY  
ADOPTED 2-11-13

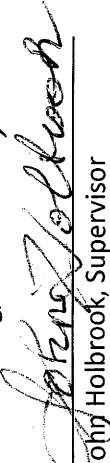
The Town of Florence has adopted the following policy for mailboxes damaged directly by Town of Florence Highway Department Crews. This policy has been the practice of the town for several years.

Snow plow operators use a great deal of care when plowing our Town roads, often under difficult conditions. However, as a result of the Town's snowplowing operations, from time to time plow drivers will strike and damage residents' mailboxes. As a way of reconciling the damage the Town will, under certain circumstances, replace a mailbox.


- The Town will provide reimbursement or replacement of a mailbox that was correctly installed and subsequently damaged or destroyed by a Town plow truck that struck the mailbox during snow plowing season. This does not cover any mailboxes or posts that are damaged by flying snow from plow trucks or other vehicles.
- When a mailbox is damaged during snow removal operations, the property owner must notify the Town within 24 hours after the event.
- Mailboxes will be replaced or reimbursed only after the Town receives pictures of the damaged mailbox **and** once the Town Highway Foreman determines the damage was caused by a plow striking the mailbox or post.
- Reimbursement or replacement of mailbox will not exceed \$20.00 for mailbox and \$10 for 4"x4" post. Reimbursement is limited to material cost only and only the material that was damaged. Receipts must be submitted for reimbursement. Mailbox must be installed by the home owner. No reimbursement will be given for decorative mailboxes.
- New mailboxes installed by the home owner must be installed in accordance to the Town and Postal Service standards. Refer to attached drawings and specifications. If in question about installation, please contact the town office at 715-528-3595.

~~Adopted this 11<sup>th</sup> day of February 2013.~~

  
Tim Bomberg, Chairman

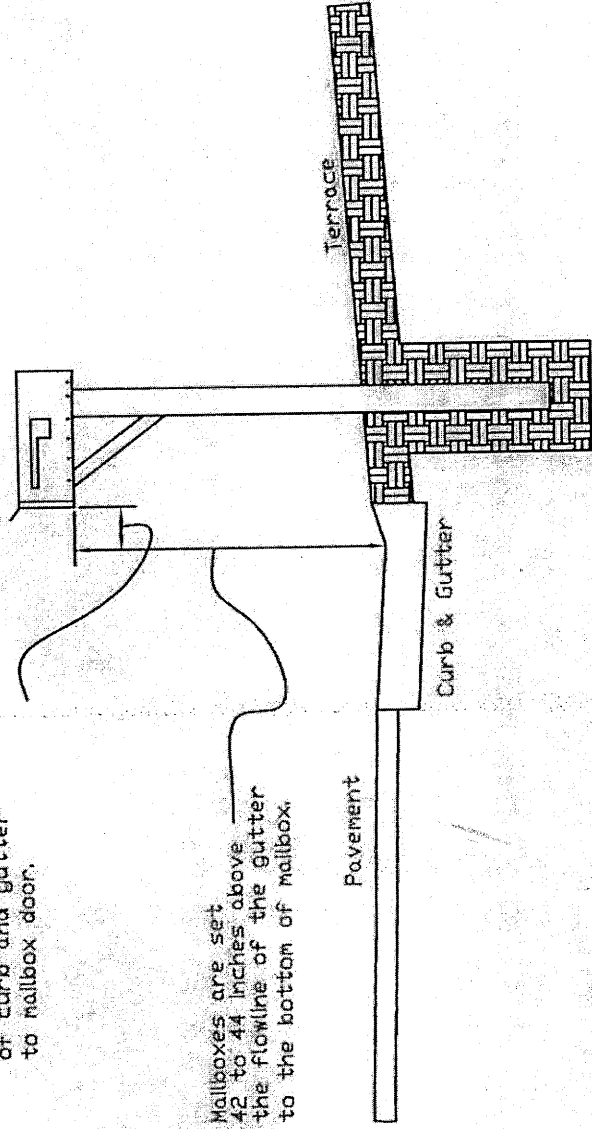
  
John Holbrook, Supervisor

  
Shane McLain, Supervisor

Attest:  
  
Shelly VanPembrook  
Clerk/Treasurer

\* Mailboxes are set back 6 to 8 inches from flowline of curb and gutter to mailbox door.

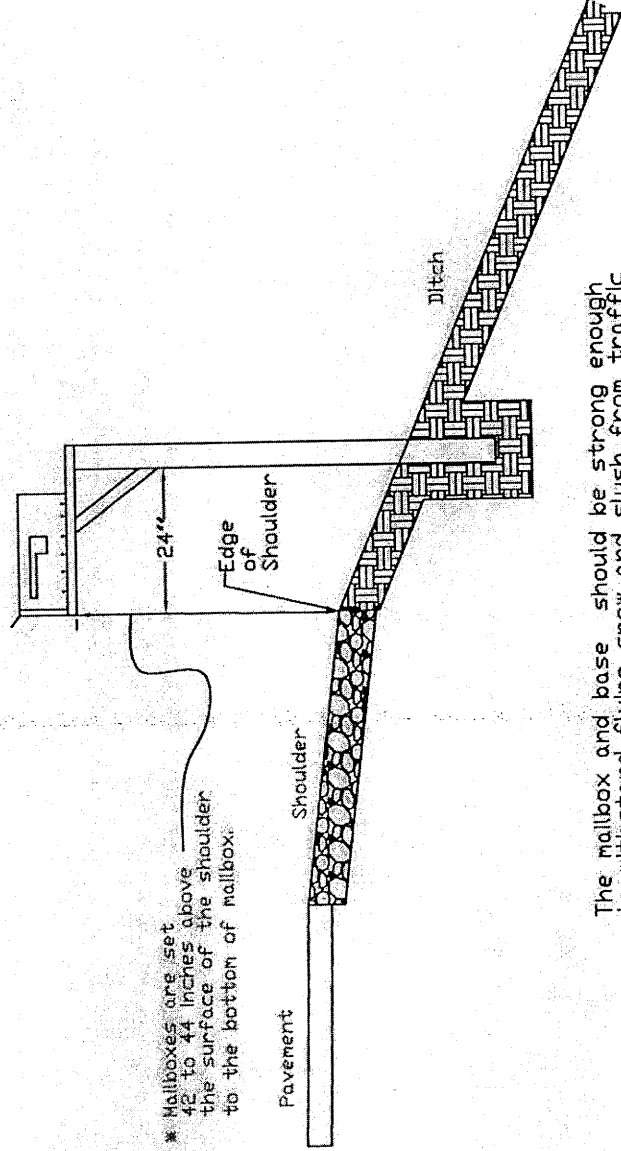
\* Mailboxes are set 42 to 44 inches above the flowline of the gutter to the bottom of mailbox.



The mailbox and base should be strong enough to withstand flying snow and slush from traffic and snowplows.

No mailbox post may be larger than 4" x 4" in diameter.

\* Mailboxes are set 42 to 44 inches above the surface of the shoulder to the bottom of mailbox.



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