

Town of Evergreen Washburn Co.

MAIL BOX POLICY

Town of Evergreen snow plow operators try very hard to avoid mail boxes when plowing roads. However, weak posts or support brackets, rusted mail box components and improperly placed mail boxes could result in damage.

Mailboxes must be installed in conformance with town and postal service standards. If your mailbox does not meet the placement guidelines below, the Town of Evergreen will NOT reimburse for damage. Damage only caused by physical strike of snow plow will be considered for reimbursement. Heavy snow causing damage will not be covered. (If your mailbox shows no damage and is just lying there, chances are it was NOT hit by the plow).

Claims may be submitted to the Town of Evergreen for reimbursement up to \$35, with supporting documentation, which should include: a picture of the damage and receipt(s) for replacement materials. Reimbursement is limited to material cost only and claims must be received by May 1st to be considered.

The claim will be reviewed by one or more of the following: Town Chairman, Town Supervisors. Approval or denial will be made by the Town of Evergreen Board.

MAIL BOX GUIDELINES

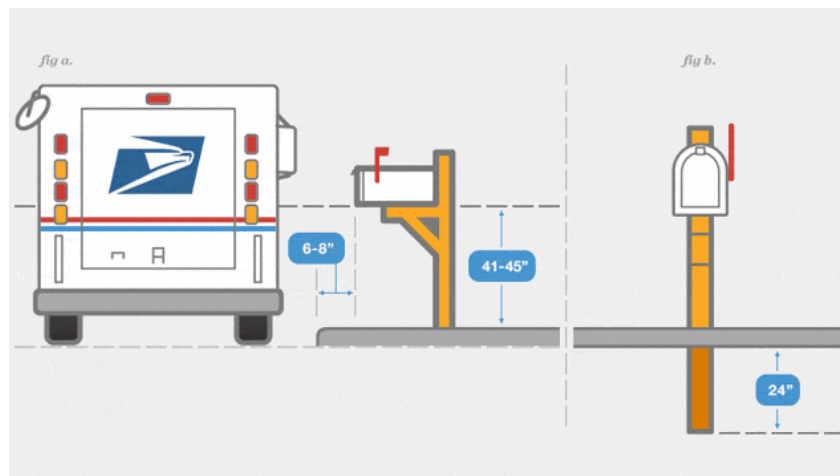
Correctly installed mailboxes may last for many years.

Placing the Mailbox

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry
- Place your mailbox 6" to 8" back from the curb or edge of paved road in absence of curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.

Installing the

- A 4"x 4" or a 2"-steel or
- Bury the 24" deep.



Post

wooden support
diameter standard
aluminum pipe.
post no more than

*Town of Evergreen
Washburn Co.*

MAIL BOX DAMAGE CLAIM

DATE OF DAMAGE _____ DATE OF REPORT _____

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

COST TO BE REIMBURSED: _____

Please attach the following:

1. Receipt for Materials (maximum reimbursement will be \$35.00)
2. Picture of damage sustained

Reports will not be reviewed without this documentation and claim will be denied.

Requests must be submitted by May 1st to:

Town of Evergreen
W8896 Carlton rd.
Spooner WI. 54801