

CHAPTER 12.36: MAILBOXES

Section

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§ 12.36.010 PLACEMENT.

Mailboxes which are placed in any parkway shall be positioned as follows: no less than six nor more than eight inches from the back of the curb; if there is no curb, then six to eight inches from the paved portion of the roadway. The height of the mailbox shall be not less than 41 inches, nor more than 45 inches from the ground to the bottom of the mailbox. Mailboxes must be made of permanent materials and have no "temporary" fixtures (e.g. bungee cords, duct tape, etc.).
(Ord. 1868, passed 8-2-21)

§ 12.36.020 SETTLEMENT.

(A) The City of Crest Hill shall not be liable for, nor shall pay any damages for, any mailbox which is placed in violation of § 12.36.010. If a mailbox is damaged as a result of municipal snow removal operations, and the city is liable for damage caused to the mailbox, the city shall pay no more than \$100 per claim. This figure represents the maximum recoverable amount for a standard mailbox. In order to receive the claim the fix for the mailbox must be considered permanent which would include, a whole new mailbox, new sleeve, new box. Permanent shall not include bungee cords, duct tape, wood shims, or bailing wire. The city shall not replace any wrought iron, customized, decorator type, stone, or other special-order mailboxes in-kind. Such units are placed within the public right of way strictly at the risk of the property owner. The city's liability shall not exceed the replacement cost of a standard mailbox. Homeowners who believe they have a claim, should call the Public Works Department to report it. Once the claim is found to be valid, homeowner will fill out the claim form, and turn that in with a receipt of the cost of the mailbox repairs, as it is up to the resident to fix their own mailbox. Reimbursement of no more than \$100 shall be paid upon receipt of paperwork.

(B) For situations with more than one mailbox per post the following will apply:

- (1) Two mailboxes: \$150;
- (2) Three mailboxes: \$175;
- (3) Four or more mailboxes: \$200.

(Ord. 1868, passed 8-2-21)

§ 12.36.030 TEMPORARY MAILBOX.

The City of Crest Hill will, if requested, place a temporary mailbox at the home a residence where the city is liable for damage. A temporary mailbox will be placed at the home until April 15.
(Ord. 1868, passed 8-2-21)

§ 12.36.040 NOTIFICATIONS.

The City of Crest Hill, by October 1 of each year, will notify any and all residents who are in violation of this chapter through the U.S. Post Office. Any resident who complies with the chapter must notify Public Works to inspect the positioning of the mailbox.
(Ord. 1868, passed 8-2-21)



Dear Resident,

We have noticed that your mailbox does not comply with the USPS standards. Please note that these standards are not only in place to ensure that your mail carrier always has a clear path to your mailbox, but to also prevent plow damage to your mailbox during the winter months. We would like you to know that the Crest Hill City Council has passed Ordinance #1868 to conform with the guidelines of the United States Postal Service.

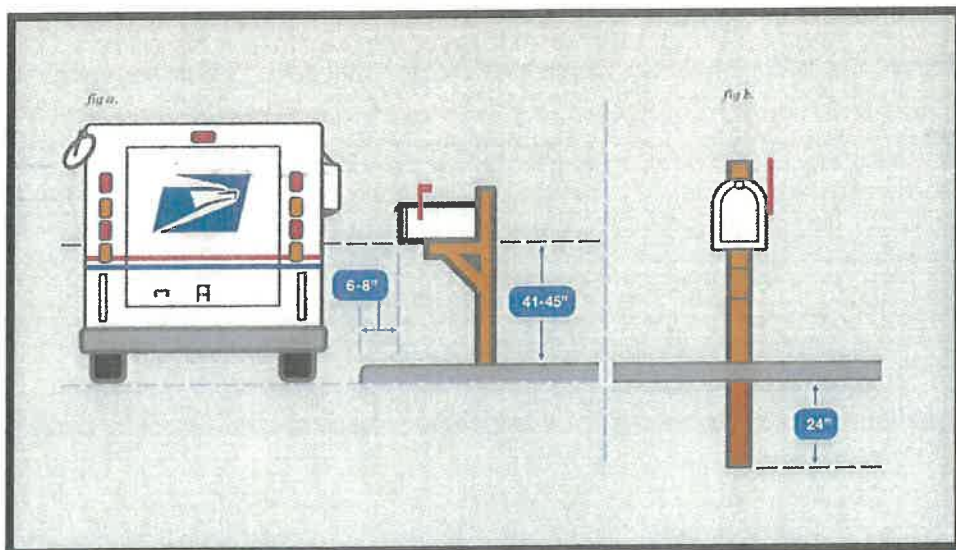
Please keep in mind if your mailbox is not moved, per ordinance the City of Crest Hill shall not be liable for, nor shall pay any damages for any mailbox which is placed in violation of Section 12.36.010 of Ordinance #1868. **If you move your mailbox to conform with USPS Standards, please call us at 815-741-5108 for a reinspection. Failure to call for a reinspection will result in staying on the non-conformance list in terms of liability.**

Residents who choose not to move their mailbox will not be reimbursed for any damage that is caused by a snowplow or thrown snow.

To view the entire ordinance please visit www.cityofcresthill.com

Here are some helpful guidelines to follow when placing your 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. 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.



The best mailbox supports are stable but bend or fall away if a vehicle hits them. The Federal Highway Administration recommends:

- A 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).
- Bury your post no more than 24" deep.

Please contact us at 815-741-5108, if you have any questions or concerns.



Julius Hansen
Interim Director of Public Works