

Mailbox Replacement Policy

During plowing operations, the Public Works Department strives to plow as close to the curb as possible. The Public Works Department takes great care not to damage any property within the City right-of-way. However, mailboxes do occasionally get damaged. The City of Altoona will pay for the amount it would cost to repair or replace the mailbox/post less a reasonable deduction based on the condition of the mailbox/post at the time it was struck by the snowplow. The total reimbursement by the City shall not exceed \$50.00.

Guidelines for Reimbursement:

1. There must be a determination that the City damaged the mailbox/post.
2. The mailbox must be properly installed (meets USPS installation guidelines).
3. Reasonable reimbursement for ornamental stone or other decorative mailboxes and posts will be paid one time. If struck again, the City will then reimburse only the amount to replace it with a standard mailbox/post, not to exceed \$50.00.

You will find the following documents attached hereto:

1. Notice of Property Damage Report to be completed by property owner for submission to the City of Altoona. Please note that receipts must be attached to the report for reimbursement consideration.
2. Basic requirements for installation of a curbside mailbox per the United States Postal Service.

Questions:

Please contact Altoona City Hall at cityhall@ci.altoona.wi.us or 715-839-6092. Thank you!

1303 LYNN AVENUE
ALTOONA, WI 54720



Ph: 715-839-6092
Fax: 715-839-1800
www.ci.altoona.wi.us

CITY OF ALTOONA – PUBLIC WORKS DEPARTMENT

NOTICE OF PROPERTY DAMAGE REPORT

TODAY'S DATE:	YOUR NAME (Last, First, Middle Initial)
DATE OF INCIDENT:	YOUR ADDRESS:
TELEPHONE NUMBER(daytime):	TELEPHONE NUMBER: (Evening and/or Cell):

LOCATION OF INCIDENT (If different than your address):

DESCRIPTION OF PROPERTY DAMAGE:(Attach additional pages, photos, receipts, invoices or other documentation):

AMOUNT OF DAMAGE:	Note: Mailboxes/posts should be repaired/replaced and receipts submitted for reimbursement consideration.
Attach copies of any supporting documents and receipts and return to: City of Altoona 1303 Lynn Avenue Altoona, WI 54720	I certify that the above information is true and correct to the best of my knowledge. X <hr/> Your Signature

Note: The filing of the report shall not be considered to institute a claim under sections 62.25 and 893.80 of the Wisconsin Statutes

If you have any questions about how to complete this form, please call (715) 839-6092 between the hours of 7:30AM and 4:00PM weekdays.

UNITED STATES POSTAL SERVICE
EAU CLAIRE, WI 54703

POSTAL CUSTOMER:

The information in this letter will assist you for the installation of a curbside mailbox. Please make note of the basic requirements listed below:

- * 1. A postal approved curbside mailbox (rural style) should be mounted on a support approximately 45-48 inches from the bottom of the box to the driving surface.
2. Place the door of the mailbox 0-3 inches with the back of the curb or edge of the pavement. (An extension may be used due to snow removal situations in your area.)
3. Address numerals and letters must be in contrasting color and not less than 1 inch high on the side of the box visible to the carrier's regular approach, or on the door if boxes are grouped. (If box is on a different street from your residence, then street name must also be indicated on the box.)

Thank you for your cooperation. If you have any questions, feel free to contact a Delivery Supervisor at 833-6784.

Thank you.

* Please give consideration for a larger size box if you tend to receive books, photo's and newspaper/magazines.

Supervisor Customer Service
1420 N. Hastings Way
Eau Claire, WI 54703-1827

Measurements for installation of curbside mailboxes.

