

VILLAGE OF NORTHBROOK

STANDARD OPERATING PROCEDURES

TITLE: Mailbox Replacement Policy

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Dept.: Public Works

Distribution: Groups 1, 2, 3, 4, 5, 6

APPROVAL

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Assistant Village Manager

INDEX: **SOP
MAILBOX REPLACEMENT POLICY**

POLICY: Chapter 2, Article 5, Division 2 of the Northbrook Municipal Code assigns the responsibility and supervision of the Village's snow removal and ice control operations to the Director of Public Works. Occasionally, rural-type mailboxes and/or support posts are damaged during the course of Public Works snow removal operations on Village maintained streets. The damage is typically the result of impact of the wet/heavy snow being discharged from the plow blade, or in isolated circumstances, direct contact with the plow. It is the policy of the Public Works Department to repair or make restitution for mailboxes damaged as a result of snow removal activities.

PURPOSE: To establish a uniform procedure for replacement of or reimbursement for parkway mailboxes damaged by Village snow plowing. This SOP supersedes and cancels applicable sections of Administrative Order No. 87 pertaining to Mailbox Replacement.

PROCEDURE: **Repair/Replacement Policy**

The property owner of any mailbox damaged as the result of Village snow removal operations will have the option to:

- 1) have Village personnel install a new portion for the damaged item, or if totally damaged or destroyed, a new "standard" mailbox in black, white or metallic finish, mounted upon a metal pole or an unpainted 4" x 4" wood post; or
- 2) receive a Village check for the replacement cost of that portion of the damaged item or, if totally damaged or destroyed, the maximum reimbursement amount established for that winter season. Selection of this option shall relieve the Village from installation responsibility.

The reimbursement sum for the "standard" mailbox shall be established annually by the Director of Public Works on the basis of current retail market conditions for such hardware. Such sum will be established on or about November 1st of each year and be applicable for the entire winter season.

As a benchmark, such sum was \$45 as of this revision date.

Under no circumstances will the Village replace in kind "fancy" wrought iron, customized, decorator type, or other special order mailboxes, posts or related hardware. Such units are placed within the public right-of-way strictly at the risk of the property owner. The Village's liability shall not exceed the cost of a "standard" mailbox as hereby established.