

# ORDINANCE O21-294-01

## AN ORDINANCE REGULATING MAILBOXES

**WHEREAS**, the Village of Timberlane desires to control the installation of mailboxes and types of mailboxes installed on streets without a curb.

**WHEREAS**, the Village in its concern for roadside safety, visual obstruction, and damage of mailboxes as the result of the Village's snow removal work.

**NOW THEREFORE, BE IT ORDAINED** by the President and the Board of Trustees of the Village of Timberlane, Boone County, Illinois that:

### **Section 1. Proper installation of mailboxes:**

Mailboxes shall be located 6" from the back of the curb or 12" from the edge of the pavement on streets without a curb. This area is commonly known as an easement or right of way which is "the legal right, established by usage or grant, to pass along a specific route through grounds or property belonging to another."

### **Section 2. Types of mailboxes allowed:**

Mailboxes shall consist of a wood post no larger than 4 x 4 inches or a light gauge steel or aluminum post no larger than 2 inches in diameter. Mailboxes supported by a non-breakaway support system are prohibited.

These standards are to ensure that the roadside remains free of fixed objects that can be dangerous to travelers and prohibits the construction of an object that will visually obstruct the view necessary for the safe operation of motor vehicles on the road.

No maintenance, repair, or replacement to or on any mailbox not meeting the standards herein shall be allowed.

### **Section 3. Mailbox reimbursement:**

If a mailbox has been damaged by the impact of Village equipment during snow removal operations, and to the extent that it cannot be repaired, the Village, with prior approval of the Village Board, shall at their sole discretion, either provide reimbursement of the cost for replacement of the mailbox and/or the mail post up to a maximum value of \$ 75.00 (total dollar amount for both mailbox and post) or shall replace the mailbox and/or post with the type and standard mailbox provided.

Reimbursement by the Village for custom mailboxes shall be limited to a one-time payment. The Village reserves the right to limit or deny reimbursement for any mailbox that has been damaged that was installed too close to the edge of the road or back of the curb, or that was not installed per US Postal Service guidelines.

The Village is not responsible for the repair, replacement, or reimbursement of any mailbox or post unless the damage was the result of the Village's snow removal work. Damage caused by private contractors, private vehicles, accidents that do not involve a Village vehicle, or from unknown damage will not be replaced by the Village. Mailboxes damaged by debris, snow, ice, slush, wind, rain, etc., will not be the responsibility of the Village. For example, if snow/ice departing from a Village plow impacts a mailbox causing damage the repair, reimbursement, or replacement will not be the responsibility of the Village.

**Section 4. Proof of damage:**

For the Village to approve this claim, a photo of the damaged mailbox and/or post, taken at the time the damage was discovered, MUST be submitted along with this claim form (either printed or sent as an email attachment).

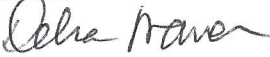
Passed by the Board of Trustees of the Village of Timberlane this 21st day of October 2021.

Approved by me this 21<sup>st</sup> OCTOBER, 2021.



Stephen M. Rapp, Village President

**Attest:**



Debra Marner, Village Clerk

**Trustees Voting:**

Ayes: 4

Nays: 0

Absent: 0

Passed: OCTOBER 21, 2021

Approved: OCTOBER 21, 2021

Published: \_\_\_\_\_

ORDINANCE O21-294-01  
APPENDIX A  
**MAILBOX DAMAGE CLAIM FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Date of Damage: \_\_\_\_\_

Date Claim Submitted: \_\_\_\_\_

1. Was your mailbox damaged by the direct impact of Village equipment during snow removal operations? (Circle "Yes" or "No")      Yes      No
2. Does the mailbox meet the specified requirements outlined in this ordinance regarding proper installation and type?
- a. Located 6" from the back of the curb or 12" from the edge of the pavement.      Yes      No
- b. Wood post no larger than 4 x 4 inches or a light gauge steel or aluminum post no larger than 2" in diameter.      Yes      No
- c. Mailbox is NOT supported by a non-breakaway support system.      Yes      No

**NOTE:** If you answered "No" to any of the above, the Village reserves the right to limit or deny any maintenance, repair, replacement, or reimbursement for any damaged mailbox.

3. Can the mailbox be repaired (circle "Yes" or "No")?

Yes      If "Yes," what is the estimated cost (up to \$75)? \_\_\_\_\_

No      If "No," request Village reimburse for replacement mailbox and/or post (\$75).

4. For the Village to approve this claim, a photo of the damaged mailbox and/or post, *taken at the time the damage was discovered*, MUST be submitted along with this claim form (either printed or sent as an email attachment).

Claim approved by Village President:

(Sign/Date): \_\_\_\_\_

Reimbursement Check Disbursed by Treasurer:

(Sign/Date): \_\_\_\_\_