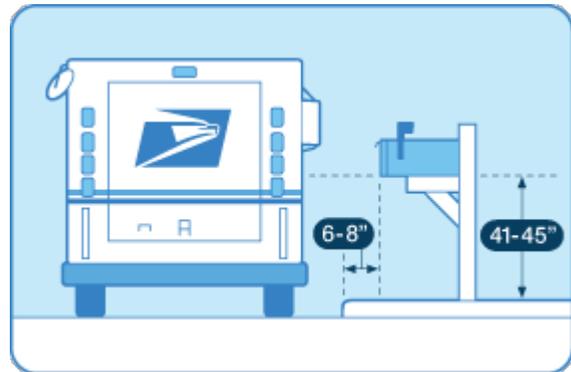


Dear Resident:

With the winter season approaching, a frequent concern for homeowners is damage to their mailbox during snow plow operations. Below are the guidelines you should follow to help ensure your mailbox can go all winter with little or no damage.

According to United States Postal Service:

- The mailbox is required to be 6-8 inches behind curb and 41-45 inches off the ground;
- The post should be constructed from a wooden "4x4" post or a two-inch diameter standard steel or aluminum pipe; and
- Mailbox-posts cannot be constructed of potentially dangerous supports, such as heavy metal pipe or concrete posts.



Proper Mailbox Placement

The United States Postal Service also recommends yearly routine maintenance on your mailbox, which may include replacing loose hinges on the door, remounting the post (if it is loose), or reattaching loose supports. More details can be seen at the USPS website: <https://www.usps.com/manage/know-mailbox-guidelines.htm>

Our Public Works crews have identified your mailbox as one that needs some attention before the winter season approaches. According to the USPS standards, your mailbox does not meet one or more of the following criteria:

- Constructed from Correct Materials
- Proper Placement
- Good Condition, specifically: _____

If you decide to correct this condition, please call Public Works at 815-215-4800 so we can re-inspect your mailbox and update our files. For more information on the Village's Snow & Ice Removal Policy, please visit our website at www.newlenox.net/snowremoval.

Thank you for your cooperation.

The Village of New Lenox