



I certify that I have received a copy of these regulations and will comply with the regulations contained herein.

Name

Date

INSPECTIONAL SERVICES DIVISION
630-823-5860

Is Your Mailbox Properly Installed?

The Public Works Department receives calls from residents during winter months regarding mailboxes being damaged during Village snow plowing operations. In a number of cases it is found, after investigating the mishap, the damage could have been prevented had the mailbox been properly installed. Suggested types of installations are illustrated below. Type A or B is recommended for average residential conditions. Where snow removal is a problem, Type C is suggested by the Village and Postal Service.

As the diagrams indicate, mailboxes should be installed: **42" above the ground with the face of the mailbox 9" behind the curb. Post Hole Depth: 42" for wood, 36" for metal**

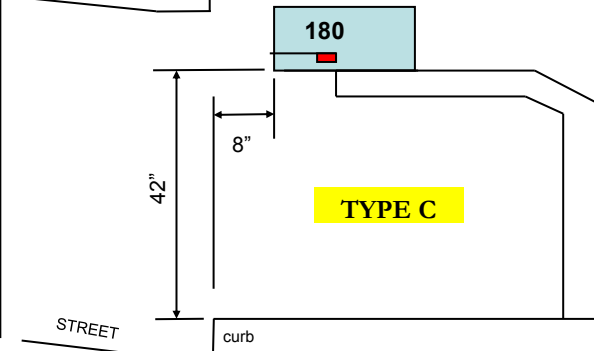
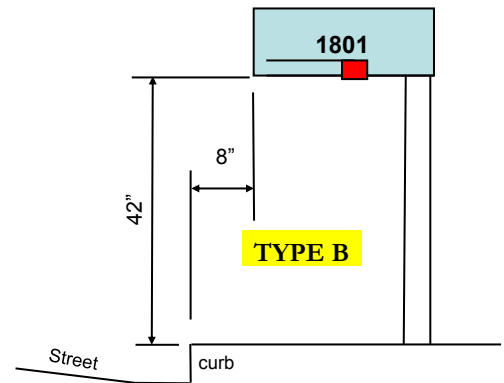
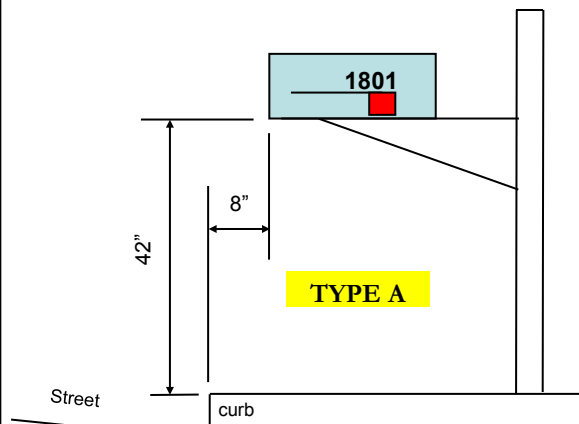
Some mailboxes are installed so the post and not the face is 9" from the curb. If installed in that manner, the mailbox will protrude into the street and be in the path of a snowplow.

A Building Permit and a signed Hold Harmless Agreement is required for all mailboxes constructed of Brick and Mortar or Concrete.

On cul-de-sacs, every effort is made to plow snow away from the mailboxes. However, snow can accumulate around the mailboxes, so residents are encouraged to shovel out around their mailboxes as necessary.

Residents are urged to check their mailboxes to be sure they are installed in accordance with the above specifications. Mailboxes which fail to meet these specifications will not be repaired or replaced by the Village in the event of snowplow-related damage.

To aid Ambulance, Fire, and Police personnel in quickly locating your residence in an emergency, put your house number in Arabic Numbers on both sides of the mailbox.



2121 Lake Street, Hanover

VILLAGE OF HANOVER PARK FIRE DEPARTMENT

MAILBOX INSTALLATION

UPDATED FEBRUARY 2018