

Name of Policy: **MAILBOX/SNOW OPERATONS DAMAGES**

Distribution: General Public
Public Works Personnel

Authorization: Public Works Director

Policy: The Public Works Department makes every effort to avoid damage to any property. If it is found that a residential mailbox is damaged by Public Works, the Public Works Department is to repair any damage in a timely manner.

Definitions: None

Materials Required: Cedar Post/Standard Metal Black Mailbox

Procedure: The Public Works Department stocks a 4 X 4 solid cedar mailbox post with a standard metal black mailbox. If a mailbox is damaged by Public Works for any reason, we will contact the homeowner and inform them of our policy and give them a choice of our cedar post/standard box replacement or a reimbursement of the cost of their choice up to \$100.00. The resident will need to furnish receipts to the Village prior to the reimbursement. **Public Works will only perform installation of the stock cedar post/ mailbox.** No repairs will be made to damage to any unusual mailboxes not allowed or grandfathered in per Village Code Section 8-3-11.

For damages caused by snow removal operations during normal business hours, calls should be routed to the Public Works Facility at 847.913.2380. All calls regarding snow removal operations should be noted as to the nature of the call, location of caller and required response (call, letter, restoration, etc.).

Documentation: None

Contact Person: For further information, contact the Public Works Department at 847.913.2380

Public Works Policy Manual Village of Lincolnshire, IL						
ITEM	REVISION	BY	DATE	APPROVED BY	MAILBOX/SNOW OPERATIONS DAMAGES POLICY	
16.2	Adopted	Fct	4/5/11		Management Practice (3 rd Edition)	SHT. NO. 1- 1
	Revised	bhw	3/1/18	DPW		