



TOWN OF THREE LAKES

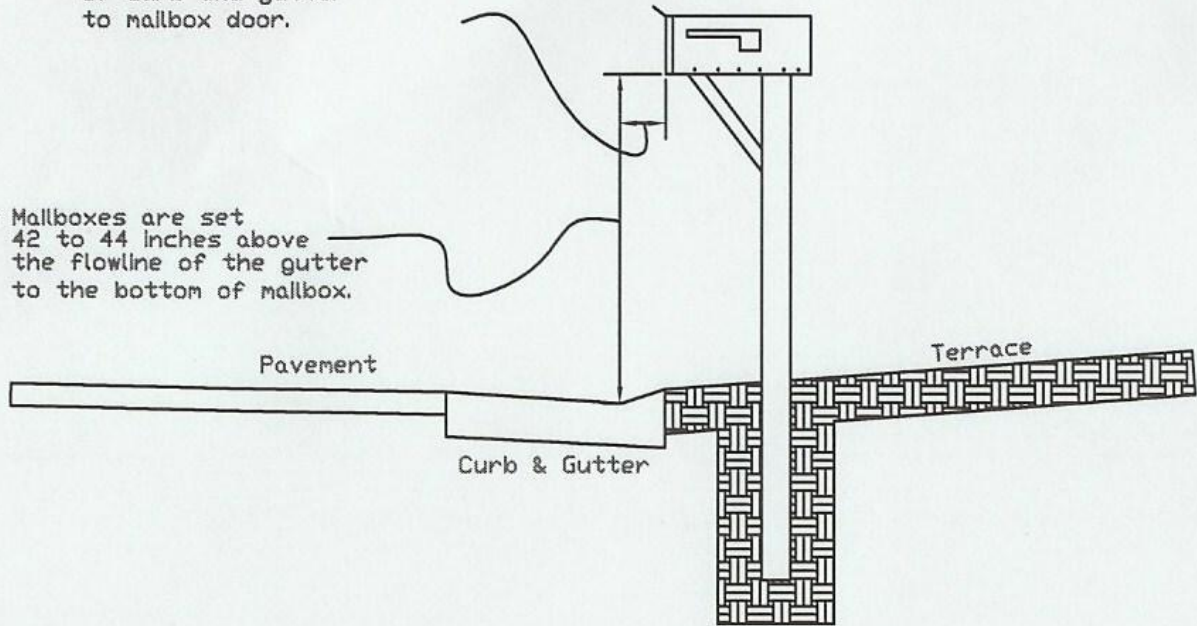
MAILBOX REPLACEMENT POLICY

The Town of Three Lakes has adopted the following policy for mailboxes damaged directly by Town crews during snow plowing:

- The Town will provide reimbursement or replacement of a mailbox that was correctly installed and subsequently damaged or destroyed by a Town plow truck that *struck* the mailbox during the snow plowing season. *This does **not** cover any mailboxes that are **damaged by flying snow** from plow trucks or other vehicles.*
- Claims must be submitted to the Three Lakes Town Office by May 1st of each year, at the end of the plowing season. The following mailbox damage report must be completely filled out and returned to the address at the bottom of the form along with pictures of the damaged mailbox and receipts. We can also be reached by phone at (715) 546-3316.
- Claims will be forwarded to the Town Shop Foreman and reviewed for approval.
- Mailboxes will be replaced or reimbursed only after the Town receives pictures of the damaged mailbox and once the Town Shop Foreman determines the damage was caused by a plow striking the mailbox. Do not purchase a replacement mailbox until you have received confirmation from the Town Office, or the purchase may not be reimbursed.
- The Town will provide reimbursement up to \$50.00 for a USPS standard metal mailbox and a 4" by 4" post replacement. Reimbursement is limited to material cost only and must be installed by the home owner. No reimbursement will be given for decorative mailboxes or embellishments. Receipts must be forwarded to the Town Office so that reimbursement can be made.
- Upon request, Town crews will install a USPS standard metal replacement mailbox and a 4" by 4" post or repair the current mailbox. If the Town crew is requested to perform the work, the Town will provide a replacement mailbox and all materials, installed to the standards specified herein, and there will be no reimbursement of materials or mailbox to home owner.
- New mailboxes installed by the home owner **must** be installed in accordance to the Town and Postal Service standards. Refer to attached drawings and specifications.

* Mailboxes are set back 6 to 8 inches from flowline of curb and gutter to mailbox door.

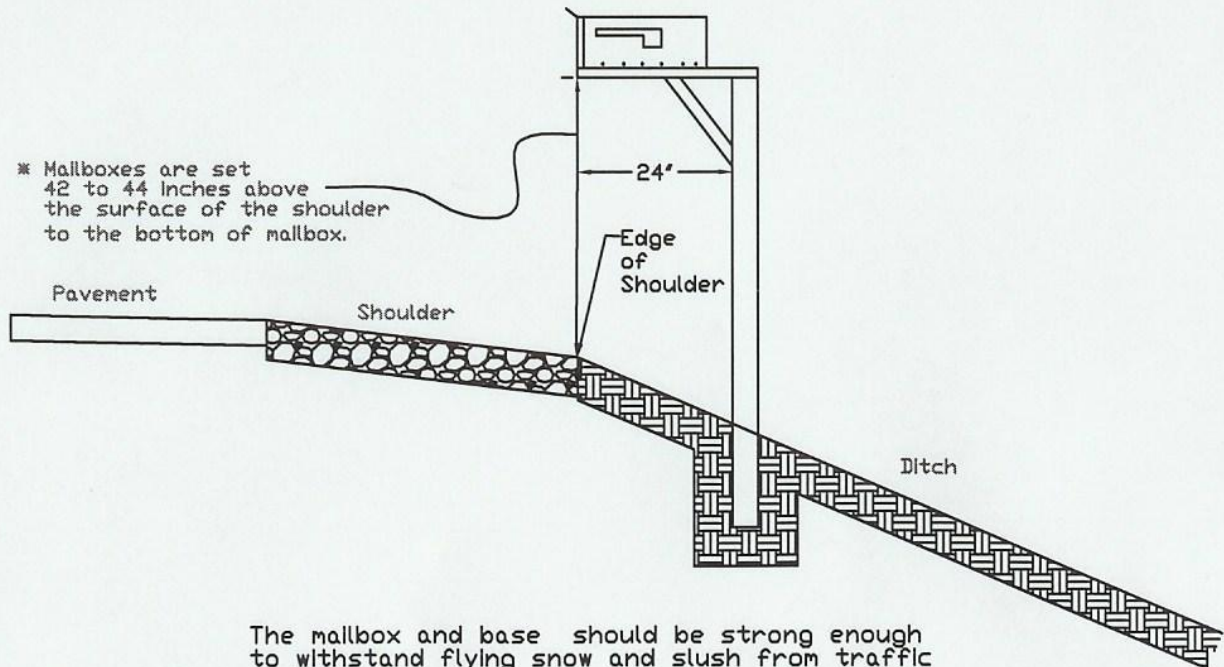
* Mailboxes are set 42 to 44 inches above the flowline of the gutter to the bottom of mailbox.



The mailbox and base should be strong enough to withstand flying snow and slush from traffic and snowplows.

No mailbox post may be larger than 4" x 4" in diameter.

* Mailboxes are set 42 to 44 inches above the surface of the shoulder to the bottom of mailbox.



The mailbox and base should be strong enough to withstand flying snow and slush from traffic and snowplows.

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Mailbox Damage Report

Date of Damage (actual or estimated): _____

Name: _____

Address: _____

Phone #: _____

Notes: _____

Are you requesting that the Town install the replacement mailbox? YES NO

(If the Town installs a replacement or repairs the existing unit, the mailbox and/or repair materials will be provided by the Town, and no reimbursement will be issued.)

Please attach the following:

1. Pictures of Damage
2. Receipts for Materials

Mailbox Damage Reports must be submitted by May 1st
to:

Three Lakes Town Office
Attn: Mailbox Damage
6965 West School Street
PO BOX 565
Three Lakes, WI 54562

FOR OFFICE USE ONLY:

Date Claim Received: _____ Reimbursement Approved by: _____

Date of Reimbursement: _____ Reimbursement Total: _____

Date of Mailbox
Installation/Repair: _____ Installed/Repaired by: _____

Staple Receipt and Pictures to Back of Form