

## NEWS RELEASE

LAKE COUNTY ENGINEER'S OFFICE  
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### LAKE COUNTY ENGINEER'S MAILBOX POLICY

With the early snow fall this year, the Lake County Engineer's Office decided that it is a good time to remind residents living on County maintained roads of this Office's mailbox replacement policy. Many years ago, the Engineer's Office routinely repaired or replaced all mailboxes damaged during the winter snow removal process. Unfortunately, this process proved to be costly when the time required for repairs combined with smaller work forces and the increased prices for materials were examined. This led way to a revised policy that was adopted in January of 2013.

While every effort is made by plow drivers to avoid damage to mailboxes, we understand that it does happen. When clearing the berms and/or edge of roadways, drivers are required to drive close to the mailboxes and on occasion a plow blade does come in **direct** contact with a mailbox. If this occurs, the County maintenance crews will repair or replace mailboxes that have been installed and maintained properly.

What constitutes a properly installed and maintained mailbox?

- Mailboxes should be installed with the face of the box 12" to 18" off of the edge of pavement. Extension arms are a good way to place the post back farther from the roadway and still meet the offset requirements.
- Mailbox posts must be break away and cannot be mounted on anything larger than a 4x4 wood post or 2 inch diameter standard steel pipe. The posts shall be installed no deeper than 24" and not encased in concrete. Proper maintenance means that the posts are not rotted, rusted, or broken.
- Mailboxes should be mounted 41" – 45" above the road surface. This mounting height helps protect the box from being hit by a plow blade. All plow blades used by the Lake County Engineer's Office have mailbox cut-outs in the top right corner that are designed to avoid properly mounted mailboxes

If a resident believes that their mailbox has been damaged by a direct hit from a County owned snow plow, they should contact this Office at 440-350-2770. A Supervisor will evaluate the damage to determine if the County is at fault. If the damage was caused by a direct hit by the vehicle or plow blade, the County will repair or replace with a 4x4 treated wooden post and a mailbox approved by the United States Postal Service. Specialty, exotic and expensive plastic style mailboxes will not be replaced. The County's liability per occurrence is limited to the unit described above or a cash settlement not to exceed \$35.00. An inspection by the Lake County Engineer's Office and a signed release form is required prior to payment.

Please be advised that damage by thrown or pushed snow does not warrant replacement. Property owners should not place snow that is removed from their driveways or parking areas on the roadway or any place that would cause a plow to push it or throw it at the mailbox. Again, by properly installing and maintaining their mailboxes, residents can help avoid damage to boxes during plowing operations.

For questions regarding mailbox installation requirements, residents should contact their local United States Postal Office. Maintenance questions can be addressed to the Lake County Engineer's Office.