

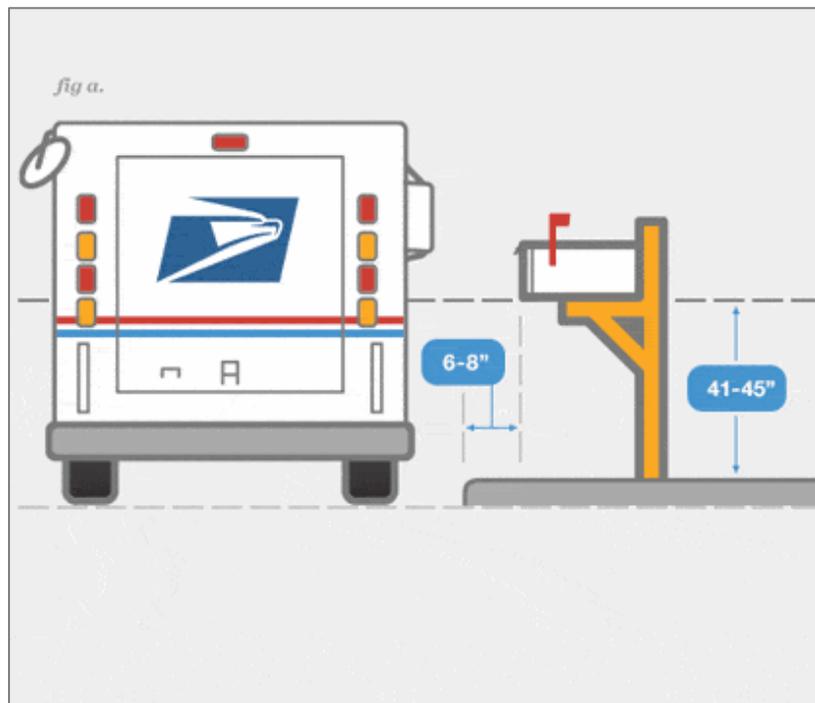


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## CITY OF BRIDGMAN MAILBOX REPLACEMENT POLICY

The City of Bridgman will reimburse homeowners for damaged mailboxes and/or posts that are along the City's snow plowing route based on the following criteria:

1. The mailbox conforms to the United States Postal Service (USPS) guidelines for mailbox installation:
  - a. The mailbox opening is placed no closer than 6 inches to the back of curb or the edge of the pavement, if there are no curbs present.
  - b. The mailbox is positioned 41 to 45 inches from the road surface to the bottom of the mailbox or point of mail entry.



2. The mailbox post must have been in adequate structural condition.
3. The damage to the mailbox must have been caused by City-operated snow removal equipment directly striking any portion of the mailbox.

Reimbursement for 100% of the cost of repair or replacement of a mailbox will be subject to the following conditions:

1. The City must be informed of the damage prior to repair or replacement of the mailbox and/or post.
2. City staff have inspected the mailbox and determined that City-operated snow removal equipment directly struck a portion of the mailbox.
3. City staff will determine whether the mailbox may be repaired or requires replacement; the homeowner shall be informed of the determination prior to repair or replacement.
4. The homeowner must provide receipts for the cost of repair or replacement.

The City of Bridgman shall not reimburse homeowners for damaged mailboxes and/or posts that are along the City's snow route based on the following criteria:

1. The mailbox and/or post damage was exacerbated by existing deterioration and/or rotting post.
2. The front of the mailbox was not set back at least six inches from the face (front) of the curb or the edge of the pavement, if there are no curbs present.
3. The mailbox sustained damage from snow being thrown by the plow into the side of the mailbox.