

Residents,

It is that time of year to review the City of Crown Points mailbox policy and standards. Please do an inspection of your mailbox to ensure that it is properly installed and the post is in good condition. Reminder that the City is not responsible for damage as a result of rolling snow from the plow blade, and will not repair or replace mailboxes claiming to be damaged. Please see the policy and location standards attached.

Thank you,

Mailbox Policy

Mailbox Construction Standards-

A) The face of the mailbox shall be behind the back of the curb by 6 – 8 inches and there shall be a minimum of 41 inches and a maximum of 45 inches of clearance between the top of the curb and the bottom of the mailbox, all as indicated in exhibit "A" attached hereto.

B) Should the street have no curbs, the specifications in exhibit "A" shall be measured from the edge of pavement.

C) The mailbox shall be affixed to a secure mounting post which is not cracked, rotted or defective.

D) The mailbox latch must function properly to ensure the mailbox door closes and remains closed.

Claim Process-

A) Any mailbox damaged as a result of rolling snow from the plow blade or otherwise shall **not** be a recoverable claim under this policy.

B) Any claim of mailbox damage shall be submitted in writing to the City of Crown Point Public Works Department at 705 Industrial Blvd., Crown Point, IN 46307 and shall include the following; Name of claimant, address, phone number, email address, date and time of loss, and photos.

C) Upon filing a proper claim, the claim shall be reviewed by the City of Crown Point Public Works Department and coverage shall be determined at the sole discretion of the City of Crown Point.

D) Upon a determination of an approved claim, the City of Crown Point will notify the resident of the approval, and advise the resident as to the manner in which they can obtain a payment on the approved claim.

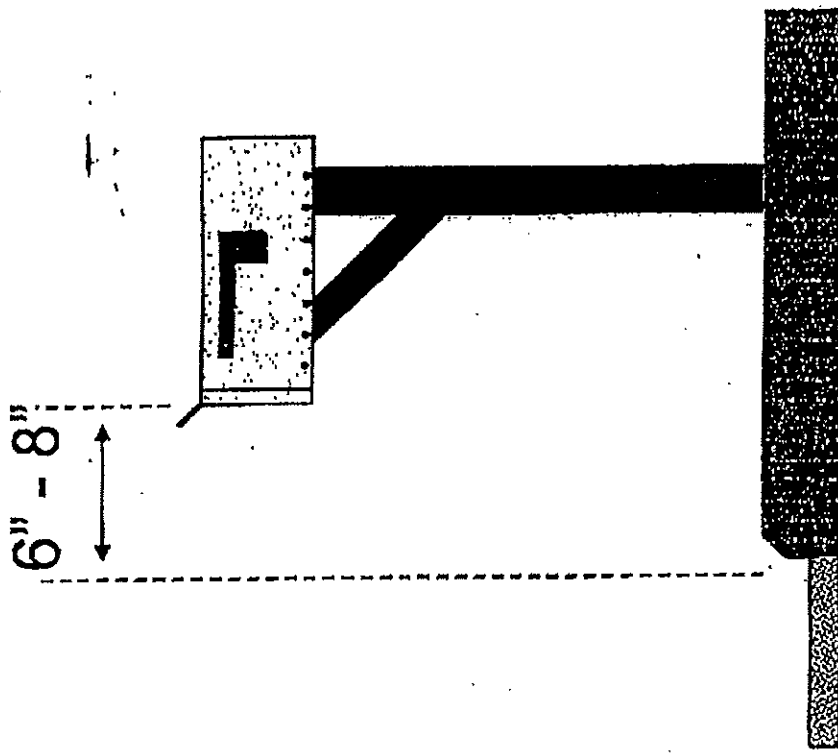
Limitations-

A) It shall be the responsibility of the resident to replace and/or repair any mailbox claimed to have been damaged within a reasonable time after the claim damage has occurred. The City of Crown Point shall not repair or replace mailboxes claimed to be damaged.

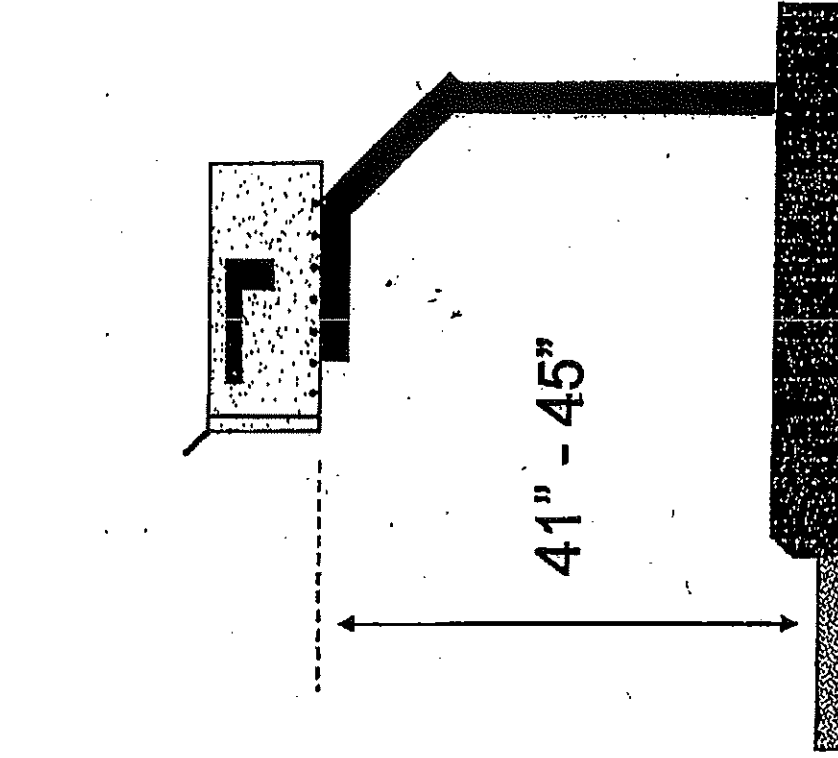
B) An approved mailbox claim shall be limited to no greater than \$150, including labor. Failure to submit a receipt documenting the cost will result in denial of the claim.

C) It shall be the responsibility of the resident to ensure that the area around the mailbox is cleared in a sufficient manner to allow for delivery of mail.

Mailbox Location (POM 632)



Mailboxes are set back 6 to 8 inches from the front face of the curb or road edge to the mailbox door.



Generally, mailboxes are installed at a height of 41 to 45 inches from the road surface to the bottom of the mailbox.

Note** Check with your local municipality/county for mailbox requirements which may differ from above. Customers should contact the postmaster or carrier before erecting or replacing their mailbox.