

Dear Shorewood Resident:

Each Spring and Fall the Public Works Department surveys each street in the Village to locate items needing attention. The survey includes identifying mailboxes that are too close to the street or in need of repair. Identification and correction of such mailboxes helps prevent knockdowns during snow plowing, leaf pickup, street sweeping, and road construction.

Your mailbox was one determined to be either in need of repair or too close to the street. According to United States Postal regulations proper placement of a mailbox means at least 41 and no more than 45 inches above ground and no part of the mailbox may be closer than 8 inches behind the back of the curb. Please take a few minutes to make sure your mailbox is properly installed and secured in order to avoid problems during snow removal.

If one of our drivers inadvertently damages a mailbox that is properly installed and maintained, we will repair or replace it with a temporary mailbox until weather conditions permit a permanent repair or replacement, with the exception of brick mailboxes, which are not approved by the United States Postal Service or the Federal Highway Administration. The Village will pay up to \$125.00 for the replacement of the mailbox. Replacement of a mailbox which was not properly installed and secured is the responsibility of the homeowner.

Thank you for your cooperation in this matter. If you have any questions, please feel free to contact the Public Works Department at (815) 725-2150 ext. 14.

Sincerely,



Chris Drey  
Superintendent of Public Works

