

Village of Arlington Mailbox Policy

Mailboxes are prohibited in the right-of-way of all streets within the Village of Arlington except as provided below:

- Mailboxes are approved only if they are of a construction or design approved by the United States Postal Service or previously approved by the Postmaster.
- Newspaper tubes are permitted only if provided by the newspaper and are of a construction or design that will not present a hazard to the public use of the right-of-way.
- A nameplate bearing the name and address number of the mailbox owner is permitted on each box.
- The support for the mailbox and newspaper tube must adhere to the standards governing construction of mailbox supports as established by the Wisconsin Department of Transportation and the United State Postal Service and must not constitute a hazard to the public use of the right-of-way.
- Mailbox and newspaper tubes must be located on the side of the street required by the United States Postal Service and so that **the door to the mailbox or protruding end of the newspaper tube is at least one (1) foot from the paved portion of the street.**
- **The owner of each mailbox and/or newspaper tube must, within twenty-four (24) hours after the end of each snowfall, remove all snow and ice which has fallen or accumulated in front of the mailbox and/or said newspaper tube and must remove the snow for a distance of fifteen (15) feet to each side of the mailbox and/or newspaper tube.**
- No other object of any kind can be attached to the mailbox, newspaper tube or their supports.
- There is no requirement on the part of the Village of Arlington to locate and remove obstructing mailboxes, although the Village reserves the right to take such action.

The Village of Arlington will replace mailboxes damaged on the Village street system where it has been determined that **all** of the following conditions are met:

- Physical damage, which can be proven and documented by the owner or by the Village, was caused by actual physical contact with Village equipment. Damage to the mailbox and/or mailbox post caused by the weight of plowed snow does not qualify as physical damage.
- The mailbox is of standard design and placed in conformance with United States Post Office standards.
- The existing installation, mailbox and mailbox post were in good repair.