

12-6-14: MAILBOXES AND STREET ADDRESSES ¹:

- A. Installation Required: All mailboxes throughout the subdivision shall be installed by the subdivider in clusters at various locations or as single mailbox installations as approved by the local post office. Mailboxes of a cluster design shall be housed in a suitable enclosure, the design of which shall be submitted to the village for approval prior to installation.
- B. Single Mailbox Installations: All mailboxes shall have the bottom of the box be between thirty six inches (36") and forty two inches (42") above the adjacent street pavement. Mailboxes shall not overhang the curb or street pavement and shall not be farther than six inches (6") from the back of the curb. Single mailbox installations shall be either of a standard breakaway design or of the brick/masonry design. Specifications for each type are detailed below:
1. Standard Breakaway Mailbox: Support posts shall be either a four inch by four inch (4" x 4") wood post, or a two inch (2") diameter standard steel or aluminum pipe buried no more than twenty four inches (24") into the ground and shall safely break away if struck by a vehicle. The mailbox must be securely attached to the support post so it will not separate if struck.
 2. Brick/Masonry Mailboxes: Mailboxes constructed of brick or masonry materials shall not exceed 2.5 feet long by 2.5 feet wide, and cannot exceed sixty inches (60") above the edge of the pavement. No other improvements or additions shall be made to said mailboxes, including, but not limited to: wing walls, planters, light fixtures or signage other than addresses or nameplates as permitted under the zoning ordinance. Said mailboxes shall have a foundation to support the structure to prevent frost heaving and instability. Foundations shall be at least twelve inches (12") deep, and not exceed twenty four inches (24") deep. Utility locates shall be completed prior to any construction of said mailbox. A building permit shall be issued by the village prior to construction of any masonry mailbox. A hold harmless agreement and release shall be signed with the village prior to construction of any mailbox. Any damage caused to brick or masonry mailboxes by the village shall not entitle the owner to reimbursement in excess of the reimbursement amount for a standard breakaway mailbox as set by village policy.
- C. Street Addresses: Street addresses shall be clearly marked on the building in numbers at least six inches (6") high. The address shall be located on that part of the building closest to the street. No written word addresses shall be allowed.
- D. Nonconforming Mailbox/Support Installations: The use of existing mailbox/support installations which do not conform to the provisions of this section may be continued, although such use does not conform with the provisions hereof, and such use may be extended provided no structural alterations are made therein. Whenever a nonconforming use of a mailbox/support has been changed to a more restricted use or to a conforming use, such use shall not thereafter be changed to a less restricted use.
1. No mailbox/support installation which has been damaged by fire, explosion, act of God, the public enemy, intentional or unintentional causes, to an extent that the director of community development (or his/her designee) determines, in his/her sole discretion, is not acceptable, shall be restored except in conformance with the regulations of this section.

2. No existing mailbox/support installation devoted to a use not permitted by this section shall be enlarged, extended, reconstructed, or structurally altered, unless such use is changed in conformance with the regulations of this section.

3. Any masonry mailboxes constructed prior to May 16, 2006, shall be permitted to remain, subject to submitting a hold harmless agreement and release to the village. Any preexisting nonconforming masonry mailboxes that are damaged as per subsection D1 of this section, shall only be reconstructed in compliance with the standards in subsection B2 of this section. (Ord. 2006-05-16A, 5-16-2006)