

## PLUMSTEAD TOWNSHIP MAILBOX DAMAGE POLICY DURING SNOW EVENTS

During snow removal operations conducted by Plumstead Township, along township maintained roads, the following policy shall apply when damage occurs to a residential, United States Postal Service approved mailbox located within the township right-of-way.

1. Damage must be reported within 48 hours of the end of the storm event to the Public Works office by calling 215-766-0189.
2. Upon investigation and documentation of the complaint by township Public Works staff, if the inspection shows that the mailbox was hit by a township snow plow or snow plow vehicle, a temporary mailbox will be installed or repairs will be made as soon as practical.
3. The township will not be responsible for damage that occurs due to snow discharged from a township plow truck or during snow storage.
4. a. If it is determined that the mailbox was actually struck by a township snow plow or snow plow vehicle, the township will repair or replace the mailbox at the discretion of the Director of Public Works upon inspection. Provided that the mailbox is of a standard design and installation that conforms to the U.S. Postal specifications found at <https://www.usps.com/manage/mailboxes.htm>  
b. Damage to non-standard mailbox assemblies that are located at the appropriate height and setback will be reimbursed up to \$50.00 for the mailbox and/or \$25.00 for the post. Reimbursement will be made to the property owner, with the property owner coordinating the repairs. Reimbursement will be made based on submission of original purchase receipts.  
*Some examples of non-standard boxes are: mailboxes with custom lettering, custom designing or larger than standard/specialized installations.*

Mailboxes should be installed and maintained to withstand snow being discharged from a snow plow vehicle.

The Director of Public Works or designated representative is authorized to use reasonable discretion resolving disputes involving unusual circumstances. If no signs of impact are evident, the resident is provided information about possible reasons for the problem. These may include inadequate construction or materials, age or condition of support post, needed maintenance or other sources of damage.

### Tips for Homeowners

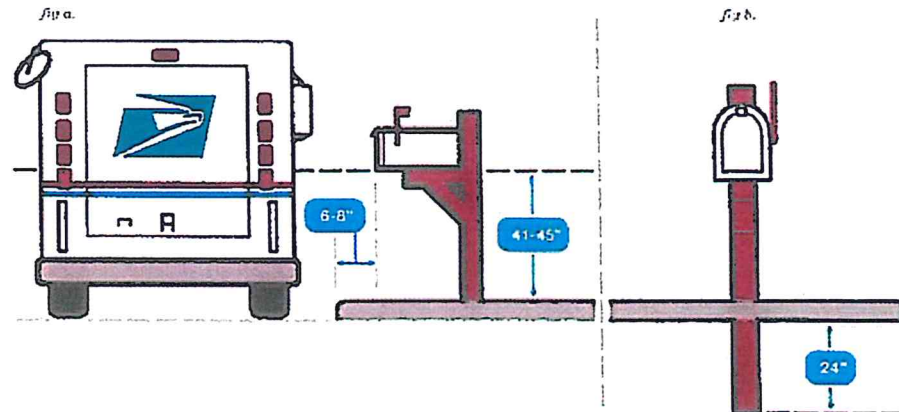
In order to avoid problems with your mailbox during the winter season, residents are encouraged to follow these guidelines:

1. Make sure your mailbox conforms to United States Postal Service standards. That means the bottom of the box is at least 48 inches above the street, and the mailbox is mounted so the door, when closed, is 6 to 8 inches from (behind) the front face of the curb or edge of the pavement.
2. In general, avoid installation of newspaper boxes, flower planters, or other attachments beneath the mailbox. However, if you do install these items, be sure they are set back at least 10 inches from the front of the mailbox. The township will not be responsible for damage to these items from snow discharge.
3. Use of semi-arch or extended arm-type support which allows snowplows to sweep near or under mailboxes without damaging supports is recommended.
4. Conduct regular inspections and perform routine maintenance on your mailbox, just as you would for other parts of your property.
5. Clear any snow away from the mailbox area after each snow event. Snow that remains in front of the mailboxes will get compacted by post office vehicles and make subsequent plowing less effective.

**Approved by the Board of Supervisors on: November 28, 2017**

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## Mailbox Guidelines



## Installing a New Mailbox

### Look for Postmaster General's Seal

Every new mailbox design should be reviewed and receive the Postmaster General's (PMG) seal of approval before it goes to market. If you opt to construct your own mailbox, it must meet the same standards as manufactured boxes, so show the plans to your local postmaster for approval.

Looking for a larger mailbox? Try one of our Next Generation Mailboxes. [Learn More](#)

### Placing the Mailbox

Here are some helpful guidelines to follow when installing your mailbox:

Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.

Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.

Put your house or apartment number on the mailbox.

If your mailbox is on a different street from your house or apartment, put your full street address on the box.

If you are attaching the box to your house, make sure the postal carrier can reach it easily from your sidewalk, steps, or porch.

### Installing the Post

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

A 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.

Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).

Bury your post no more than 24" deep.

## Door Slots

**Approved Door Slots**

Some homes and apartments have a slot in the door for receiving mail rather than a mailbox. The standards for an approved door slot are:

The opening must be at least 1 1/2" x 7".

The bottom of the slot must be at least 30" above floor.

Horizontal slots must have a flap hinged at the top.

Vertical slots must be hinged on the opposite side from the door's hinges.

**Inside Door Slot Hoods**

The standards for approved inside door slot hoods are:

The hood should not project more than 2 1/16" beyond the inside of the door.

On a horizontal slot, the hood should not extend below the bottom of the outside plate.

On a vertical slot, the hood should not extend beyond the side of the outside plate on same side as the door's hinges.

## Maintenance

Mailboxes take a beating from the weather, so we recommend an annual mailbox checkup to avoid damage to your mail or difficulty identifying your address.

Tighten loose hinges on the door

Take care of rusty or loose parts

Replace missing or faded house numbers

Keep the path to your mailbox clear

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