



Dear Resident,

We have noticed that your mailbox does not comply with the USPS standards. Please note that these standards are not only in place to ensure that your mail carrier always has a clear path to your mailbox, but to also prevent plow damage to your mailbox during the winter months. We would like you to know that the Crest Hill City Council has passed Ordinance #1868 to conform with the guidelines of the United States Postal Service.

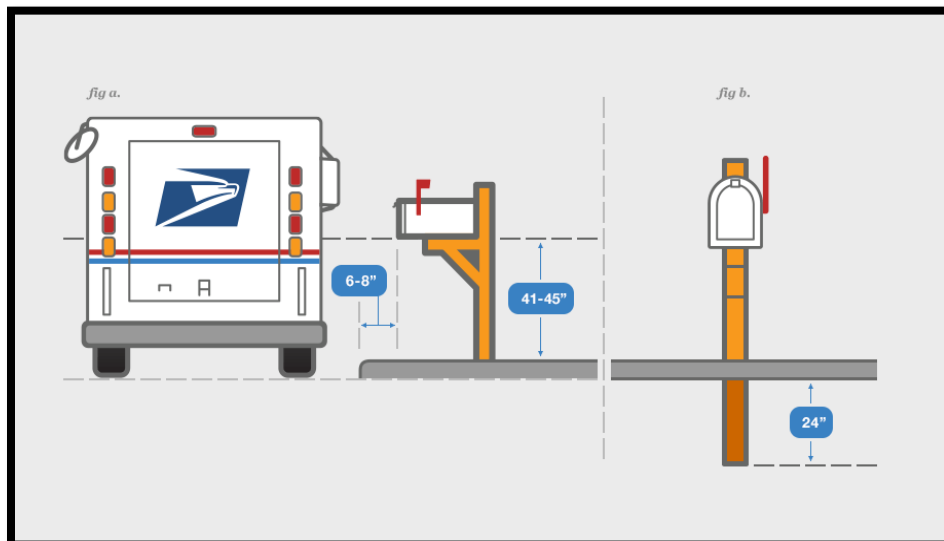
Please keep in mind if your mailbox is not moved, per ordinance the City of Crest Hill shall not be liable for, nor shall pay any damages for any mailbox which is placed in violation of Section 12.36.010 of Ordinance #1868. **If you move your mailbox to conform with USPS Standards, please call us at 815-741-5108 for a reinspection. Failure to call for a reinspection will result in staying on the non-conformance list in terms of liability.**

Residents who choose not to move their mailbox will not be reimbursed for any damage that is caused by a snowplow or thrown snow.

To view the entire ordinance please visit www.cityofcresthill.com

Here are some helpful guidelines to follow when placing 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.



The best mailbox supports are stable but bend or fall away if a vehicle 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.

Please contact us at 815-741-5108, if you have any questions or concerns.

A handwritten signature in black ink, appearing to read 'M Siefert', written over a large, faint circular watermark or stamp.

Mark Siefert
Director of Public Works