

## Town of Leon

8108 Jackrabbit Ave.

Sparta, Wisconsin 54656

(608) 269-5873

Email: [townofleon@centurylink.net](mailto:townofleon@centurylink.net) website: [www.townofleonmocowi.gov](http://www.townofleonmocowi.gov)

## MAILBOX DAMAGE POLICY

Proper mailbox placement is important to minimize damage and ensure reliable mail delivery.

Mailboxes should be positioned at a **height of 41"-45"** from the road surface to the bottom of the mailbox or point of mail entry, and **set back 6"-8"** from the front face of the curb or road edge to the mailbox door. Where there is no curb, the height of the mailbox should be 48" from the top of the ground to the bottom of the mailbox.

If a properly installed mailbox is damaged by the township, we will reimburse the property owner up to a maximum of \$50 for the repair and/or replacement cost. This reimbursement applies **ONLY** if the mailbox is properly installed and our equipment physically strikes the mailbox causing damage. **(The Town of Leon will not make this payment for mailboxes that are damaged due to the force of flying snow or slush.)**

If your mailbox was damaged by the Town of Leon, please contact us within two business days to report the damage. A member of the Town will visit the site to inspect the mailbox, verify placement, and determine approval status. If approved, you will need to submit a copy of all receipts including a receipt for any hired labor. Reimbursement will NOT be provided for tools.

Once the claim has been processed, the reimbursement check will be sent via mail.

