



Town of Verona Public Works Staff  
Would Like You To Know!

## **Mailbox Replacement**

**It is the homeowner's responsibility to maintain mailboxes and ensure that the post is in good condition. Unfortunately mailboxes occasionally get damaged during routine snow plowing. In those cases, the Town will replace the mailbox free of charge with these conditions:**

1. The homeowners must notify the Town of the damage within seven (7) days of the occurrence.
2. The homeowner must provide a written description of the damage and a photo (if possible). Please note that mailboxes can be damaged by various people, so please explain when the damage occurred so we can confirm that it was a town plow that damaged the mailbox and not another truck or car. Please email this information to [aarnold@town.verona.wi.us](mailto:aarnold@town.verona.wi.us) or drop it off at the town office at 7669 County Highway PD.
3. Public Works staff will provide a temporary mailbox as soon as possible if the damage cannot be fixed because the ground is frozen.
4. When weather permits, a new mailbox will be installed.
5. Replacement mailboxes will be a minimum standard U.S. Postal Service (USPS) approved mailbox and standard 4"x4" treated wood post. Special decorative mailboxes and/or posts will not be provided and, in fact, may not be acceptable by the Postal Service.
6. If the owner wishes to use a decorative mailbox and/or post that complies with USPS standards, it shall be at the owner's expense. There will be no compensation for the difference in cost between the decorative installation and the standard installation.