



City of Le Sueur, MN
Mailbox Damage Application

APPLICANT INFORMATION	
Organization Name:	Applicant Name:
Street Address:	City:
State:	Zip Code:
Phone:	Email:

MAILBOX INFORMATION	
Date Damaged*:	Address:
Description:	

*Damage caused by snow hitting the mailbox is not covered by the city.

I (we) do hereby agree to the following terms:

1. I accept payment of \$65 for the damage that has occurred to my mailbox
2. I acknowledge that when the mailbox is replaced, property installation procedures will be followed (Figure 1)
3. I acknowledge that the City will not be installing my mailbox
4. I will contact and return the temporary mailbox that was provided by the City once the new mailbox is installed

 Signature of Applicant or Authorized Representative

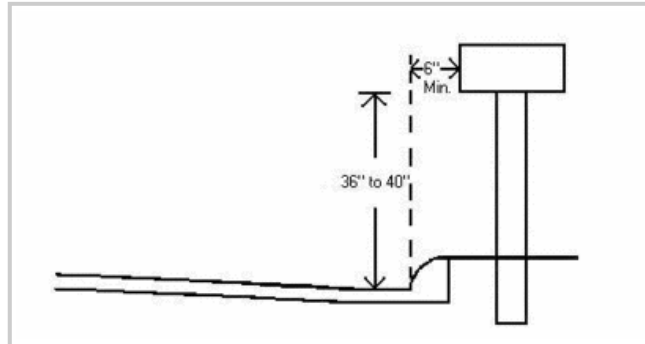
 Date

OFFICE USE ONLY	
Date Received:	Date Approved/Denied/:
Reason for Denial (if applicable):	
Amount Paid:	Public Services Director Signature:

Mailbox Installation Policy

You must call Gopher State One Call at 800-252-1166 before you do any digging. Why? City right-of-ways are the areas provided for the placement of Public Utilities, including:

- Electric
- Gas
- Phone
- Water
- Sewer
- Cable TV



Placement Standards

Do not attach to utility poles or other public utility structures. A minimum of 12 feet in all directions from fire hydrants must be maintained.

Mailboxes which are set back a minimum of 6 inches from the gutter cannot be struck by plowing equipment. All supports must be of sufficient strength to withstand the pressure of snow being pushed against them and constructed of material that will not quickly deteriorate, like treated lumber and iron. Mailboxes must be maintained so they will withstand all weather conditions.

Snow must be removed by the postal patron. The City of Le Sueur will assume no fault for hitting a curbside mailbox during snow removal procedures.