



APPLICANT INFORMATION	
<b>Organization Name:</b>	<b>Applicant Name:</b>
<b>Street Address:</b>	<b>City:</b>
<b>State:</b>	<b>Zip Code:</b>
<b>Phone:</b>	<b>Email:</b>

MAILBOX INFORMATION	
<b>Date Damaged*:</b>	<b>Address:</b>
<b>Description:</b>	

\*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 \$65.00 for the damage that has occurred to my mailbox.
2. I acknowledge that when the mailbox is replaced, proper installation procedures will be followed (see Mailbox Installation Policy, reverse).
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.
5. City staff will pick up any remaining temporary mailboxes on the first Monday in May. If a temporary mailbox is not returned, the property will be charged \$65.00 for the temporary mailbox.

\_\_\_\_\_  
 Signature of Applicant or Authorized Representative

\_\_\_\_\_  
 Date

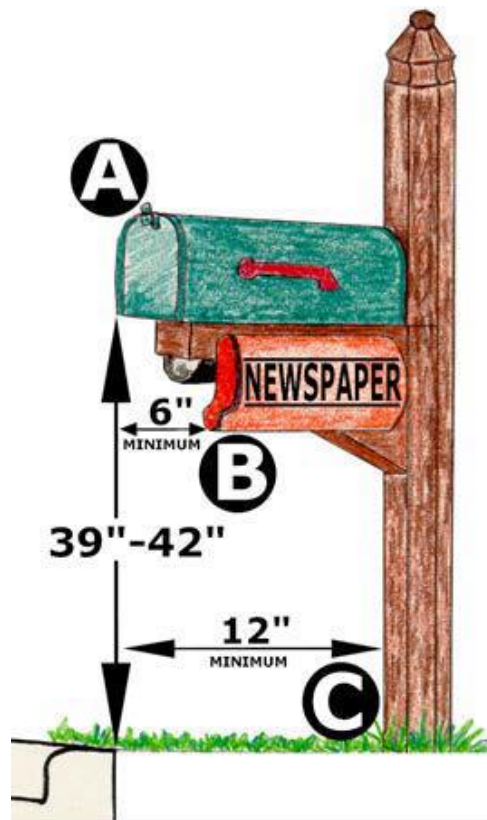
OFFICE USE ONLY	
<b>Date Received:</b>	<b>Date Approved/Denied/:</b>
<b>Reason for Denial (if applicable):</b>	
<b>Amount Paid:</b>	<b>Public Works Manager Signature:</b>

# Mailbox Installation Policy

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Le Sueur residents are reminded to check their mailboxes to ensure that they meet the following criteria in order to reduce the possibility of damage due to snow plowing operations:

1. Front of mailbox should be flush with the back of the curb and 39" to 42" from the top of the curb to the bottom of the mailbox.
2. Newspaper boxes and other containers should be set back a minimum of 6 inches from the back of the curb.
3. The post should be set back a minimum of 12 inches from the back of the curb.



You must call Gopher State One Call at 800-252-1166 before you do any digging.

## 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.
- 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.