



Village of Itasca

Mailbox Reimbursement Program

Approved April 2, 2024

Program Introduction

The Village of Itasca has developed the Mailbox Reimbursement Program to assist property owners with repairing their damaged mailboxes due to the Village's snow removal operations. Prior to the amendment of Village Ordinance §95.56, damage to mailboxes were only reimbursed if direct contact with Village equipment was evident. The amended ordinance approved by the Village Board on April 2, 2024, added language that includes mailbox damage due to indirect contact and increased the reimbursable amount from \$75.00 to \$100.00.

Participation in the program is based on a first-come-first-serve basis and may be limited based on the amount of funding approved by the Village Board for this program.

Eligible Subsidies

The Mailbox Reimbursement Program offers mailbox owners reimbursement of up to \$100 to make repairs to their mailbox when damaged from Village snow removal operations regardless of direct or indirect contact with Village vehicles or equipment.

Eligible Properties

The Following Mailbox Owners are eligible for participation:

- Single Family residential located within the corporate limits of the Village of Itasca
- The property owner and all tenants must be in good standing with the Village of Itasca regarding outstanding debt owed to the Village (utility bills, vehicle stickers, parking tickets, fines/fees owed to the Village, etc.)

Eligible Costs

- Cost of replacing mailbox supports or posts
- Cost of replacing mailbox
- Cost of ancillary mailbox features such as address numbers or permanent decorations
- Cost of lawn restoration due to excavation

General Requirements

All work performed under this program shall meet all applicable requirements of Village Code of Ordinance §95.56 and will be inspected by Public Works prior to approving reimbursement.

- The face of the mailbox shall not be less than eight inches nor more than 12 inches from the back edge of the curb or, where no curb exists, less than 16 inches nor more than 20 inches from the near edge of the public street pavement.
- Mailboxes shall be mounted on a support structure which is a minimum of four inches by four inches or a maximum of six inches by six inches treated wood post or a minimum 1 ½) inches to a maximum of three inches diameter light gauge galvanized steel hollow pipe, or a similar structure as approved by the Director of Public Works, and found by him or her to be of comparable quality and safety to the wooden post or light gauge steel pipe structures.

Program Instructions

1. Contact Public Works at (630)-773-2455 **within 3 days** to report potential damage to the mailbox.
2. Public Works Staff will verify the damage, install a temporary mailbox (if needed) and provide the Mailbox Reimbursement Program Form to the owner.
3. Once the mailbox repair or replacement is complete, the mailbox owner completes and returns the attached reimbursement form to Itasca Public Works located at 411 N. Prospect Ave. Itasca, IL 60143
4. The mailbox repair will then be inspected by Public Works to assure it meets specifications listed in the general requirement above.
5. The mailbox owner will receive the Village's reimbursement Check approximately four weeks after all the required paperwork is submitted and approved by Public Works.



Village of Itasca Public Works Department

411 N. Prospect Ave, Itasca, IL 60143

TEL: 630-773-2455

FAX: 630-773-9856

Mailbox Reimbursement Program Form

Prior to Reimbursement being approved by the Village, the property owners must provide the following general information:

General Information

Name: _____

Phone Number: _____

Address: _____

Email: _____

Reimbursement amount Requested: _____
(\$100.00 maximum)

Signature

Date

By submitting this signed application, I am certifying that all of the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I acknowledge that the Village has no ownership or maintenance responsibility for any part of the proposed work and the failure on my part as the current mailbox owner, or on the part of a future property owner, to maintain the proposed privately owned infrastructure.

OFFICE USE ONLY- Review of Application

Date Received: _____

Total Reimbursement Amount: \$ _____

Approved: Yes No

Approved By: _____