



At the Heart of Community

PUBLIC WORKS DEPARTMENT
505 Telser Road
Lake Zurich, Illinois 60047

(847) 540-1696
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LakeZurich.org

NON-COMPLIANCE LETTER EXAMPLE

The Public Works Department is responsible for keeping our city streets clean of snow and ice for the traveling safety of the motoring public. There are many obstacles encountered while attempting to complete this task including other vehicles, pedestrians, white-out conditions, ice, and curbside mailboxes. In accordance with postal regulations, the face of a mailbox is required to be eight to twelve inches behind the back of the curb and 42 to 48 inches above the pavement as represented in the diagram attached. These dimensions are not only beneficial to the mail carrier for side mirror clearance, but also to the snow plow driver to allow for plow clearance. In an effort to assist plow drivers with their duty and minimize the possibility of a mailbox being struck, the Public Works Department has surveyed curbside mailbox installations for compliance with postal regulations.

While conducting this survey, your mailbox was found to be located less than six inches from the back of curb (less than twelve inches from edge of roadway if no curb) and therefore in non-compliance with the postal regulations. This condition presents a hazard for the Village snow plow operations and the Village requests that your mailbox be adjusted to comply with the diagram at your convenience. Immediate action is not required, however, until the mailbox is brought into compliance, the Village is not responsible for any repairs or reimbursement for mailbox damaged caused by our snow plow operations. In order to track the non-conforming mailboxes, the Village has developed a list of non-compliance addresses. Once the mailbox is brought into compliance, please call the Public Works Department at 847-540-1696x8150 so that we may verify the mailbox is in compliance and remove your address from the list.

Upon receipt of this notification, should you check your mailbox for compliance and believe that you have been notified in error or should have any questions, please contact us.

Sincerely,

Michael Cernock
Lake Zurich Public Works
General Services Superintendent