

Village of Turtle Lake, Barron / Polk Counties, WI

Mail Box Policy

Adopted April 17th, 2023 by Turtle Lake Village Board

All Village of Turtle Lake snow plow operators try very hard to avoid mail boxes when plowing roads. However, weak posts or support brackets, rusted mail box components and improperly placed mail boxes could result in damage. Mail boxes must be installed in conformance with postal service standards. Please check with the United States Postal Service for installation requirements. The Village of Turtle Lake will NOT replace your mailbox if it does not meet the USPS guidelines. Heavy snow or slush causing damage will not be covered. Only damage caused by the physical strike of snow plow will be considered for reimbursement.

Claims may be submitted to the Village of Turtle Lake for reimbursement up to \$50.00, with supporting documentation, which should include: a picture of the damage and receipt(s) for replacement materials. Reimbursement is limited to material cost only. Installation costs will not be covered. Claims must be received by May 1st to be considered.

Claim approval or denial will be made by the Village of Turtle Lake Board during a regular board meeting.

MAIL BOX DAMAGE CLAIM FORM

Date of Damage _____ Date of Report _____

Name: _____

Address: _____

Phone: _____ Email: _____

Requested reimbursement amount: \$ _____

Please include the following:

1. Receipt for Materials (maximum reimbursement will be \$50.00)
2. Picture of damaged mailbox

Reports will not be reviewed without this documentation and claim will be denied.

Requests should be submitted to:

Email: clerk@turtlelakewi.com

Or, drop off at the Village office: 114 Martin Ave E, Turtle Lake, WI

Or, by mail to: Village of Turtle Lake, PO Box 11, Turtle Lake, WI 54889