

# DUBUQUE COUNTY - DAMAGE CLAIM FORM - MAILBOX

Submitted By (Print Name): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

1. Date and Time of Incident: \_\_\_\_\_

2. Location of Mailbox: \_\_\_\_\_  
\_\_\_\_\_

3. Description of Damage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. See attached Resolution and Detail Sheet.

5. Total Amount of Damages Claimed: \$ \_\_\_\_\_ (attach estimates, receipts, photos, etc):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
Return this Form To: Dubuque County Engineer  
1225 Seippel Rd  
Dubuque, IA 52002

Phone: (563) 557-7283 Fax (563) 557-1973

Department Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Claim Approved By:

Mailbox Installation/Location Approved By:

\_\_\_\_\_  
County Engineer

\_\_\_\_\_  
Secondary Roads Superintendent

RESOLUTION NO. 14-064

WHEREAS, The Code of Iowa gives Dubuque County Board of Supervisors regulatory power over all county right of way, and

WHEREAS, Dubuque County has encountered instances of mailboxes being too close to the traveled portion of the roadway, and

WHEREAS, mailboxes should be located as to not interfere with maintenance operations and also meet the U.S. Postal requirements, and

WHEREAS, this resolution nullifies Resolution 08-161,

THEREFORE BE IT RESOLVED that all future mailboxes or repaired mailboxes located on county roadways shall be installed with the outside front of the closed box being on a perpendicular line with the edge of the shoulder of the roadway, or face of the curb, and from thirty-six inches (36") to forty-two inches (42") above the surface of the roadway, as per attached diagram, the supporting post shall be on the foreslope of the road or behind the curb line but no closer than two feet (2') to the shoulder. Mailboxes and the materials supporting them shall not be stronger than a four inch by four inch (4"x4") wood post unless a break-away feature is utilized. Dubuque County assumes no liability for damage to mailboxes that are incorrectly installed and/or as a result of snow removal operations unless such action can be determined to be malicious or by direct contact with a plow or wing blade. If it is determined that a mailbox or support post was damaged by a plow or wing, Dubuque County will only pay for damage claims to a mailbox one time, unless it can be proven that the mailbox was installed to Dubuque County specifications as attached. Reimbursement of materials for mailbox and/or post shall be for actual amount submitted on receipts, but not in excess of \$35.00.

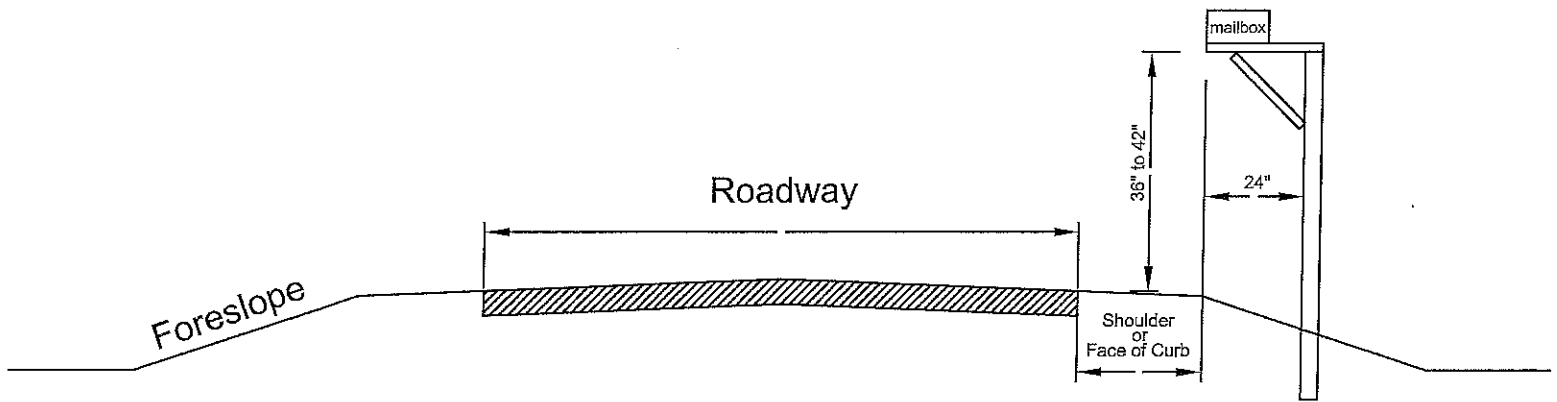
Adopted this 10<sup>th</sup> day of March, 2014.

  
\_\_\_\_\_  
Wayne Demmer, Chair  
Dubuque County Board of Supervisors

ATTEST:

  
\_\_\_\_\_  
Mona Manternach, Deputy County Auditor

REGULATIONS GOVERNING PLACEMENT OF U.S. MAILBOX ON SECONDARY ROADS IN DUBUQUE COUNTY, IOWA



1. Front of mailbox, when closed, shall not extend beyond the shoulder line of the road, or face of curb.
2. Supporting post shall be on foreslope of road, but no closer than 24 inches to the shoulder line.
3. Dubuque County assumes no liability for damage to mailboxes that are incorrectly installed and/or as a result of snow removal operations unless such action can be determined to be malicious or by direct contact with a plow or blade. As of March 10, 2014, Dubuque County will only pay for damage claims to a mailbox one time, unless it can be proven that the mailbox was installed to Dubuque County specifications listed here.
4. Mailboxes and the materials supporting them shall not be made of materials stronger or harder than a 4"x4" wooden post. Objects stronger than a 4"x4" wooden post are considered obstructions by Iowa Code and shall not be placed in the right-of-way.