



## **CITY OF IOWA CITY**

*Streets & Traffic Engineering Division*  
3800 Napoleon Ln.  
Iowa City, IA 52240  
319-356-5181

Dear Resident:

In accordance with a guide for erecting mailboxes published by the American Association Of State Highway And Transportation Officials and due to the configuration of the snow plows now used by the Iowa City Streets Division, the suggested guideline for lateral placement of a mailbox is six inches from the back edge of curb or pavement to the roadside face of the box. The bottom of the mailbox should be set at an elevation between thirty-nine to forty-two inches above the roadway surface. Any object protruding into this necessary six inch clearance zone is subject to damage by the snow plowing operation at the expense of the object's owner.



This guideline is being circulated by the Iowa City Streets Division in cooperation with the local Postal Authority for the public's best interest. Numerous related complaints and problems have again occurred this past winter and forced this issue to be addressed and clarified.

A copy of this letter is sent to residents as the need arises. The Streets Division will only make repairs to private mailboxes when an incident occurs where a mailbox is backed into by a city vehicle, the snow plow jumps the curb or there was obvious operator error involved. The superintendent and/or his assistant will investigate the cause in these instances.

By sending this notice, the City of Iowa City does not accept or acknowledge any responsibility or liability for the placement, location or maintenance of mailboxes on City right-of-way. This letter is merely being sent for informational purposes only.

If you have any comments or questions, please call me at 356-5182. Thank you.

Sincerely,

John Sobaski  
Streets Asst. Superintendent