

OTTAWA COUNTY ROAD COMMISSION OPERATIONAL POLICY <small>CONSTRUCTION & MAINTENANCE</small>	NUMBER: 4 EFFECTIVE DATE: 08/19/14 REVISION NUMBER:
SUBJECT: MAILBOX DAMAGE	

If a mailbox is damaged by Road Commission equipment or snow thrown from Road Commission equipment during winter maintenance operations, the property owner may receive a new standard mailbox and/or a single 4" x 4" wood post at one of the following locations. The property owner is responsible to remove the damaged mailbox/post and to install the replacement mailbox/post.

Grand Haven Office / Garage
14110 Lakeshore Drive
Grand Haven, MI 49417
616-842-5400

Coopersville Garage
526 Cleveland Street
Coopersville, MI 49404
616-842-5400

North Holland Garage
12150 Ransom Street
Holland, MI 49424
616-399-6591

Hudsonville Garage
2232 Chicago Drive
Hudsonville, MI 49426
616-669-9075

Standard mailboxes and posts can be picked up at any of the above locations. Please call to set up an appointment. The locations are open Monday through Friday, except on holidays or observed holidays established by the Board. Appointments are to be made between the hours of 7:30 AM and 3:30 PM.

The property owner shall provide either the actual damaged mailbox/post or a photo of the actual damaged mailbox/post before a new standard mailbox and/or single 4" x 4" wood post can be issued. Upon receipt of a new mailbox and/or post, the property owner shall sign a register and provide the property address.

Adopted by the Board of County Road Commissioners: August 19, 2014

This policy supersedes and rescinds the previous Mailbox Damage Policy of June 16, 2011