

As per Campbellsport Village Ordinance # 225, adopted in 1992, and Section 12.40.010 of the Campbellsport Municipal Code, individual mail receptacles are not permitted on the village right-of-way.

In an attempt to address various mailbox situations that currently exist within the village, and in the interest of enforcing this ordinance uniformly, the Village Board of Trustees has voted to adopt the following policy:

Mailbox Policy
(Adopted August 11, 2003)

1. The Village of Campbellsport will provide cluster box mail receptacles for all residences that do not currently (as of August 11, 2003) have a cluster box receptacle or some other free means of U.S. mail delivery provided for them by the Post Office.
2. The cluster boxes will be provided on an actual cost-per-unit basis. The current estimated cost per residence is \$100.00.
3. No current residence will be forced to purchase a cluster box. However, as individual (stick) mail boxes are not allowed, any existing residence not wishing to use a cluster box must make arrangements with the Post Office to receive delivery of their mail by some other means, and at their own expense.
4. Any existing residence wishing to have the use of a cluster box will be assessed a one-time fee of \$50.00 (half the current actual cost) as long as the owner requests the cluster box within two (2) years of the date of the adoption of this policy. Any residence signing up after this two-year window has expired (after August 11, 2005) will be charged the full fee of \$100.00.
5. All future residences (any homes for which a building permit has not already been issued at the time of the adoption of this policy) will be required to have a cluster box. Either a cluster box must be provided for them by the developer, or the owner will be required to purchase a cluster box from the Village at the actual cost-per-unit (currently \$100.00), in which case the fee will be assessed to the property owner at the same time as the building permit is issued.
6. The Postmaster has agreed to take custody of, and responsibility for keys for the cluster boxes provided by the Village. The Village clerk will retain keys for each individual cluster box until the one-time assessment has been paid, at which time the keys will be turned over to the Postmaster.
7. Once the assessment for an individual cluster box has been collected, the Village will assume responsibility for maintenance of that cluster box.
8. The Village will work in cooperation with the Postmaster and the property owners to determine a location for all proposed cluster boxes that addresses the needs of all parties.
9. All individual (stick) mail boxes must be removed from the Village right-of-way no later than one (1) month following the installation of cluster boxes meant to replace them. All individual delivery boxes designed for newspapers or free advertising publications must likewise be removed from the Village right-of-way.
10. The Village reserves the right to review this policy periodically, and make changes to it as deemed necessary by circumstances unforeseen at the time of its adoption.

Amendment to Mailbox Policy adopted April 11th, 2005...

11. Cluster mailbox receptacles must be provided by developers of any property located within the Village of Campbellsport for all new residences and businesses unless arrangements have been made with the Postmaster for mail delivery directly to private property.
12. All costs associated with the installation of cluster boxes for new developments are the responsibility of the developer.
13. In the interest of creating uniformity and simplifying maintenance, only USPS-approved, 16-unit cluster mailbox receptacles shall be provided for placement within the right-of-way.
14. Cluster mailbox receptacles provided by developers and properly installed within the right-of-way shall be maintained by the Village subject to their adoption by resolution of the Village Board of Trustees.
15. Unless otherwise agreed to, the Village shall assume no responsibility for any mail receptacle located outside the right-of-way or off of village property.
16. In the event that the Postmaster is unwilling to assume responsibility for handling or distributing the keys for any new cluster boxes, the village may assume that responsibility.
17. If a resident requests that a lock be changed for any individual cluster box, the village may assess a fee of \$25.00 for that service.
18. The village may assess property owners for all costs associated with the replacement of any cluster mailbox receptacle as deemed necessary by the village.
19. If, due to new construction, a request is made by a property owner for the placement of a new cluster box receptacle, the village may assess that individual property owner for all costs associated with placing that receptacle.
20. If more than one property owner requests the placement of a new cluster box, the cost of that box will be divided equally and assessed to the requesting property owners.
21. All requests for new cluster boxes must be submitted to the village in writing and must be signed by all property owners who agree to be assessed for the cost.
22. The Village reserves the right to review this policy periodically, and make changes to it as deemed necessary by circumstances unforeseen at the time of its adoption.