



## 2020 STREET RECONSTRUCTION PROJECT

**TO:** Residents in Project Area 20-01

**FROM:** Jayson Stejskal, Engineering Tech III

**DATE:** July 21, 2020

**SUBJECT:** **Installation of Permanent Mailboxes on Cottage Park Road, Circle Drive, and Lakeview Avenue**  
**City Project No.: 20-01**

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The contractor will begin installing any mailboxes previously removed **starting Friday, July 24** and will continue until work is completed. Please place your stake **as soon as possible** so that the contractor can determine if there are any utilities near the location of where you want your mailbox installed.

Below are some simple procedures and/or guidelines to help provide proper placement of your mailboxes:

- 1) We will be placing a stake by your front door.
- 2) Place this stake in your front yard to mark the location on the boulevard **where your mailbox was previously.**
- 3) After you place your stake on the boulevard, please lay your mailbox on the boulevard next to the stake.
- 4) Mailboxes will be installed on the **same side of the street as they were prior to construction and in the original location.**
- 5) We will hand dig to make sure underground utilities are not in the area where you placed your mailbox stake.
- 6) The contractor will proceed to install them.
  - The contractor **will not** be cementing any posts, only digging the holes and setting the mailboxes.
  - Please ensure that your post is in good condition and at least 60" in length (the mailboxes need to be placed 48" above the gutter line).
- 7) If you do not place your mailbox on the boulevard, it will be your responsibility to install your mailbox.

If you have any questions, please discuss these with an Engineering Technician on site, or call our office at 651-429-8531.

***Thanks for your cooperation!***