



2018 STREET RECONSTRUCTION PROJECT

TO: Residents in Project Area 18-06
FROM: Nate Christensen, Project Engineer
DATE: August 22, 2018
SUBJECT: **Installation of Permanent Mailboxes on Birch Lake Boulevard South**
City Project No.: 18-06

The contractor will begin installing any mailboxes previously removed **starting today** 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 **on the non-trail side.**
- 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 **house side of the street opposite as they were prior to construction** (This is at request of the Post Office).
- 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!