

## CHRISTMAS LAKE VILLAGE MAILBOX RULES

Revised 12/8/2016  
Effective 3/13/2014

This policy pertains to all Rural Mailboxes within the confines of Christmas Lake Village. The only two types of mailboxes that may be utilized within Christmas Lake Village is as follows:

TYPE: MAILMASTER TRIMLINE PLUS **9 ¼ Wide**  
MANUFACTURER: THE STEP-2 COMPANY  
MODEL: 533000 – SPRUCE

TYPE: MAILMASTER TRIMLINE PLUS **12 ½ Wide**  
MANUFACTURER: THE STEP-2 COMPANY  
MODEL: 5402 – SPRUCE

These mailboxes require a supporting 4x4 post which must be dug into the ground and stabilized. To eliminate the possibility of severing a utility line when installing your mailbox, you are encouraged to contact “HOLEY MOLEY” at 1-800-382-5544 prior to digging. This is a unified concern that will coordinate the marking of all underground utility lines, except water, within your proposed digging area. Be sure to advise them that you are in Spencer County – Clay Township – Santa Claus. There is NO CHARGE for this service and must be requested a minimum of 48 hours before excavation.

The height of the mailbox, the distance from the road edge, and the side of the street on which the mailbox is placed are determined by Post Office requirements. Customers must contact the postmaster for these requirements before erecting or replacing their mailbox. If you are required to place your mailbox across the street from your property you are encouraged to coordinate placement with the property owner. However, in accordance with Federal law, permission cannot be denied.

Please call the Santa Claus Post Office to obtain your correct mailing address and fill out an application to establish your new mailing address. The telephone number is 937-4469.