

January 5, 2004

Re: Important Information About Mail Delivery in the Village of Campbellsport

Dear Village Resident:

As per a Mailbox Policy adopted by the Campbellsport Village Board on August 11, 2003, cluster mailbox receptacles have now been installed and are available for all residences within the village. If you previously were using your own "stick" mailbox, or if you were required to rent a Post Office Box, you now will have the option of using a cluster mailbox located near your home.

Residents who wish to use a cluster box should complete the enclosed registration form, and return it to the Village Clerk's office with a one-time payment of \$50.00. ***Checks should be made payable to the Village of Campbellsport. Please do not send payment to the Post Office.*** Upon receipt of payment, the Village Clerk will issue a receipt, which must be presented to the Postmaster as proof of payment. All keys are being retained at the Post Office and will be issued by the Postmaster.

This price is substantially less than the actual cost of installation, and is available to existing residences for a limited time only. After August 11, 2005, the one-time fee will increase to \$100.00 for all existing residences that have not already paid for a cluster box. For any new construction in the Village of Campbellsport, cluster mailboxes will be mandatory, and the cost will be \$100.00 payable at the time a building permit is issued.

Residents who have not paid for a cluster box before March 1st, 2004 must make other arrangements for delivery of their mail. Residents will still be able to rent a Post Office Box. **Delivery to individual stick mailboxes will be discontinued by the Post Office at the end of February, however.** Contact the Postmaster for information about other options.

Residents are asked to please remove all stick mailboxes (as well as any separate newspaper or advertising-guide receptacles) from the right-of way by March 1st, 2004, or as soon as weather permits.

Thank you for your cooperation.

Sincerely,

Diane Lemke
Village Clerk