



# POLICY

## ACCOMMODATION OF MAILBOXES AND NEWSPAPER DELIVERY BOXES ON COUNTY ROAD PUBLIC RIGHT-OF-WAY

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It is the policy of the Board of County Road Commissioners of the County of Kalamazoo (Board) to require mailboxes and newspaper delivery boxes (hereinafter referred to as mailbox) located in the county road public right-of-way to be constructed in a manner which does not interfere with the safety of the traveling public or the maintenance and operation of the road system. A mailbox installation that does not conform to the provisions of this policy will be considered an unauthorized encroachment on the right-of-way and removal shall be administered in accordance with State of Michigan Act 368, Public Acts of 1925, as amended.

### LOCATION:

Mailboxes shall be located on the right-hand side of the roadway in the direction of the delivery route except on one-way streets where they may be placed on the left-hand side. The bottom of the box shall be set at an elevation, established by the United States Postal Service (USPS), usually between 42 inches and 48 inches above the roadway surface. Typically, the roadside face of the mailbox or snow shield is offset a minimum of 12 inches from the outside edge of the road shoulder. Where a mailbox is located at an intersecting road, it shall be located no closer than 100 feet from the intersection. The distance may need to be increased if safety needs so require. Upon request, the Managing Director or his/her designate will advise as to proper placement.

### STRUCTURE:

Mailboxes shall be constructed of plastic, aluminum and/or lightweight galvanized steel and conform to requirements of the USPS. Newspaper delivery boxes shall be of light steel or plastic construction of minimum dimensions suitable for holding a newspaper.

No more than two mailboxes may be mounted on a support structure unless the support structure and mailbox arrangement meet the American Association of State Highway Transportation Officials (AASHTO) publication *A Guide for Erecting Mailboxes on Highways* (1994). However, lightweight newspaper boxes may be mounted below the mailbox on the side of the mailbox support.

Mailbox supports shall not be set into concrete unless the support design has been shown to be safe by crash tests when so installed. A single 4-inch x 4-inch or 4 1/2-inch diameter wooden post or a metal post with strength no greater than a 2-inch diameter standard strength steel pipe embedded no more than 24 inches into the ground will be acceptable as a mailbox support. A metal post shall not be fitted with an anchor plate, but it may have an anti-twist device that extends no more than 10 inches below the ground surface. The post-to-box attachment details should be of sufficient strength to prevent the box from separating from the post top if the installation is struck by a vehicle. AASHTO provides acceptable attachment details and acceptable mailbox support assemblies. The minimum spacing between the centers of support posts shall be three-fourths the height of the posts above ground. Upon request, the Managing Director or his/her designate will advise as to proper structure.

## REMOVAL OF NONCONFORMING OR UNSAFE MAILBOXES OR SNOW SHIELD:

Any mailbox or snow shield that is found to violate the intent of this policy shall be removed by the owner upon notification. At the discretion of the Managing Director or his/her designate and based on an assessment of hazard to the public, the owner will be granted not less than 24 hours nor more than 30 days to remove an unacceptable installation. If not removed within the specified time, the installation will be removed at the owner's expense as provided by Act 368, Public Acts of 1925, as amended.

Individuals who have mailboxes of another standard do so at their own risk.

## MAILBOXES DAMAGED BY ROAD COMMISSION OPERATIONS

A mailbox or snow shield is personal property and thus is placed in the public road right-of-way at its own risk. Mailbox owners are encouraged to regularly inspect and perform routine maintenance on their mailbox, just as they would for other parts of their property. Mailboxes should withstand wet heavy snow and slush coming off from a plow.

The Board regrets any damage to mailboxes and/or supports that occurs as a result of road maintenance activities. By law, the Board has no legal responsibility to make any payments, and the Board is not legally responsible for personal property claims while in the course of its governmental function. The owner may receive a cash payment of up to \$100.00 as full settlement for any verified claim. **The owner must clearly demonstrate that the damage to their mailbox was caused by direct contact by road commission equipment.** The Board will not assume responsibility or provide reimbursement for any damage to snow shields.

Mailboxes and/or supports that are defective (for example, wood has dry rot or metal is severely rusted), or not installed correctly (for example, too close to the outside edge of the road shoulder), or do not conform to the provisions of this policy will also not be eligible for reimbursement.

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