



CARVER COUNTY DIVISION OF PUBLIC WORKS

MAILBOX POLICY

Adopted by the Carver County Board of Commissioners – November 18, 2014

Policy Statement

Purpose

It is the goal of Carver County Public Works to provide rights-of-way for the traveling public that are safe, efficient, and free of unnecessary hazards, while providing minimum inconvenience to property owners. The purpose of this policy is to provide standards and permissible locations for mailbox installations and supports on highways under the jurisdiction of Carver County Public Works.

Background

Minnesota law declares certain mailbox installations and supports to be a public nuisance, a road hazard, and a danger to the health and safety of the traveling public (Minnesota Statute 169.072) and authorizes the road authority to remove and replace such mailbox installations and supports that can cause serious injury if struck by an errant vehicle.

In addition, Minnesota Rules Chapter 8818 outlines the characteristics of an unacceptable mailbox installation and/or support. The following list illustrates examples of unacceptable mailbox installations and supports:

1. Installations with more than one vertical support.
2. A single support containing more than two mailboxes unless specifically approved by the road authority.
3. A support using unsafe materials stronger than a wooden 4 x 4-inch post or a 2-inch diameter metal pipe that weighs more than three (3) pounds per lineal foot.
4. A mailbox that is not U.S. Postal Service approved.
5. Adjacent mailbox installations whose respective supports are spaced closer than 30 inches measured from center of support to center of support.
6. Any neighborhood delivery or collection box units.
7. Supports or mailboxes that encroach upon a lane or shoulder of a roadway.

Policy

All mailbox installations are required to meet the requirement of Minnesota Statute 169.072. For the safety of the traveling public, the following mailbox policy applies on county highways with a posted speed limit of 30 miles per hour or greater.

Policy Guidelines

Location

Mailboxes shall be placed for maximum convenience to the patron, but shall be consistent with safety considerations for highway traffic, the carrier, and the patron and for highway maintenance operations. Mailbox locations shall be evaluated to minimize the walking distance within the roadway for the patron, for available stopping sight distance in advance of the mailbox and the potential restriction to corner sight distance at driveway entrances. The placing of mailboxes along high-speed highways should be avoided if other practical locations are available. No mailbox will be permitted where access is obtained from a freeway or where access is otherwise prohibited by law or regulation.

Mailboxes shall be located on the far right side of the highway in the direction of travel of the U.S. Postal Service carrier. All new and replacement mailbox supports shall meet the Carver County Public Works standard specifications for the “swing-away” mailbox support design and be attached as Exhibit B: “Mailbox Support Detail”.

Where a mailbox is located near an intersection or driveway, it shall be in accordance with local ordinances and/or policies. If a mailbox is installed near an existing guardrail, it shall be located behind the guardrail, where practical.

Exceptions to these mailbox location requirements must be approved by Carver County Public Works and the local Postmaster.

Structure

Mailboxes shall be made of light sheet metal construction conforming to the requirements of the U.S. Postal Service and shall be acceptable to Carver County Public Works. No more than two mailboxes may be mounted on a support structure unless approved crash tests have shown the support structure and mailbox arrangement to be safe for use along high-speed highways.

All new and replacement mailbox supports shall meet the Carver County Public Works standard specifications for the “swing-away” mailbox support design and be attached as Exhibit A: “Mailbox Support Detail” and Exhibit B: “(2540) Mailbox Support” specification regarding the “swing-away” mailbox design.

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. The exact support hardware dimensions and designs may vary, such as having a two-piece platform bracket or alternative slot and hole locations. The product must result in a satisfactory attachment of the mailbox to the post, and all components must fit together properly.

Exceptions to these mailbox structure designs must be approved by Carver County Public Works and the local Postmaster.

Installation of Mailbox at New Driveway Accesses

Carver County Public Works will require that all mailbox installations associated with the issuance of an access permit shall be constructed in accordance with the specifications of Carver County Public Works. The property owner shall pay for all costs associated with the mailbox installation and support.

Carver County Public Works will furnish and install an approved support for the fee currently in effect (see current fee schedule) and the property owner is responsible for the purchase and installation of the mailbox on the support. The property owner may elect to purchase and install the support, as long as it meets the required specifications.

Replacement of Unacceptable Mailbox Installations and Supports

In accordance with Minnesota Statute 169.072 and Minnesota Rules 8818, any mailbox installation or support that is deemed unlawful by Carver County Public Works, shall be replaced. Once a mailbox installation or support is determined to be unacceptable, the property owner will be notified in writing and they will be required to remove and replace it within 60 days after such notification. Any unacceptable mailbox installation and support remaining after 60 days from being notified will be removed and replaced by Carver County Public Works for the fee currently in effect (see current fee schedule) but not to exceed statutory limits.

The replacement mailbox installation and support shall meet the specifications of Carver County Public Works. The property owner shall pay for all costs associated with the mailbox installation and support. At the request of the property owner, Carver County Public Works will furnish and install an approved support for the fee currently in effect (see current fee schedule) and the property owner is responsible for the purchase and installation of the mailbox on the support if a new mailbox is needed. The property owner may elect to purchase and install the support, as long as it meets the required specifications.

Replacement of Unacceptable Mailbox Installations and Supports Under Carver County Highway Improvement Program

Carver County Public Works will furnish and install, at no expense to the property owner, mailbox supports within the construction limits of all Carver County highway construction, reconstruction and resurfacing projects. Carver County is able to provide this service only on construction, reconstruction and resurfacing projects since they are an eligible reimbursable project expense.

Replacement of Damaged Mailbox Supports by Carver County Public Works

Carver County Public Works will replace and/or repair all lawful mailbox installations and supports damaged by actual physical contact with County equipment during snowplowing operations or other maintenance activities provided the mailbox and support was properly located and installed according to Carver County Public Works and the U.S. Postal Service specifications. Mailboxes that are damaged by plowed snow will not be repaired or replaced by Carver County Public Works, but shall be the responsibility of the property owner.

Miscellaneous Attachments to Mailbox Supports

If newspaper boxes are present, they shall be installed on the new support on the oncoming traffic side using a mounting plate as shown in Exhibit B.

Ownership of Mailbox Installations and Supports

Mailbox installations and supports are the property of the property owner. Carver County Public Works does not issue written permits for the placement of mailboxes within the road right-of-way, nor do easements provide for mailbox construction. All mailboxes placed within the road right-of-way are placed there at the property owner's risk. Replacement or installation of mailboxes and/or supports by Carver County Public Works does not imply a change of ownership. The mailbox installation and support are the property of the property owner and it is the responsibility of the property owner to maintain and conform to current mailbox standards.

Aggregation of Mailboxes

Carver County Public Works will make every effort to replace nonconforming multi-mailbox installations and supports with crash tested multi-mailbox designs, so as to perpetuate aggregation of mailboxes to the greatest extent possible.

Call Before You Dig (Gopher State One Call)

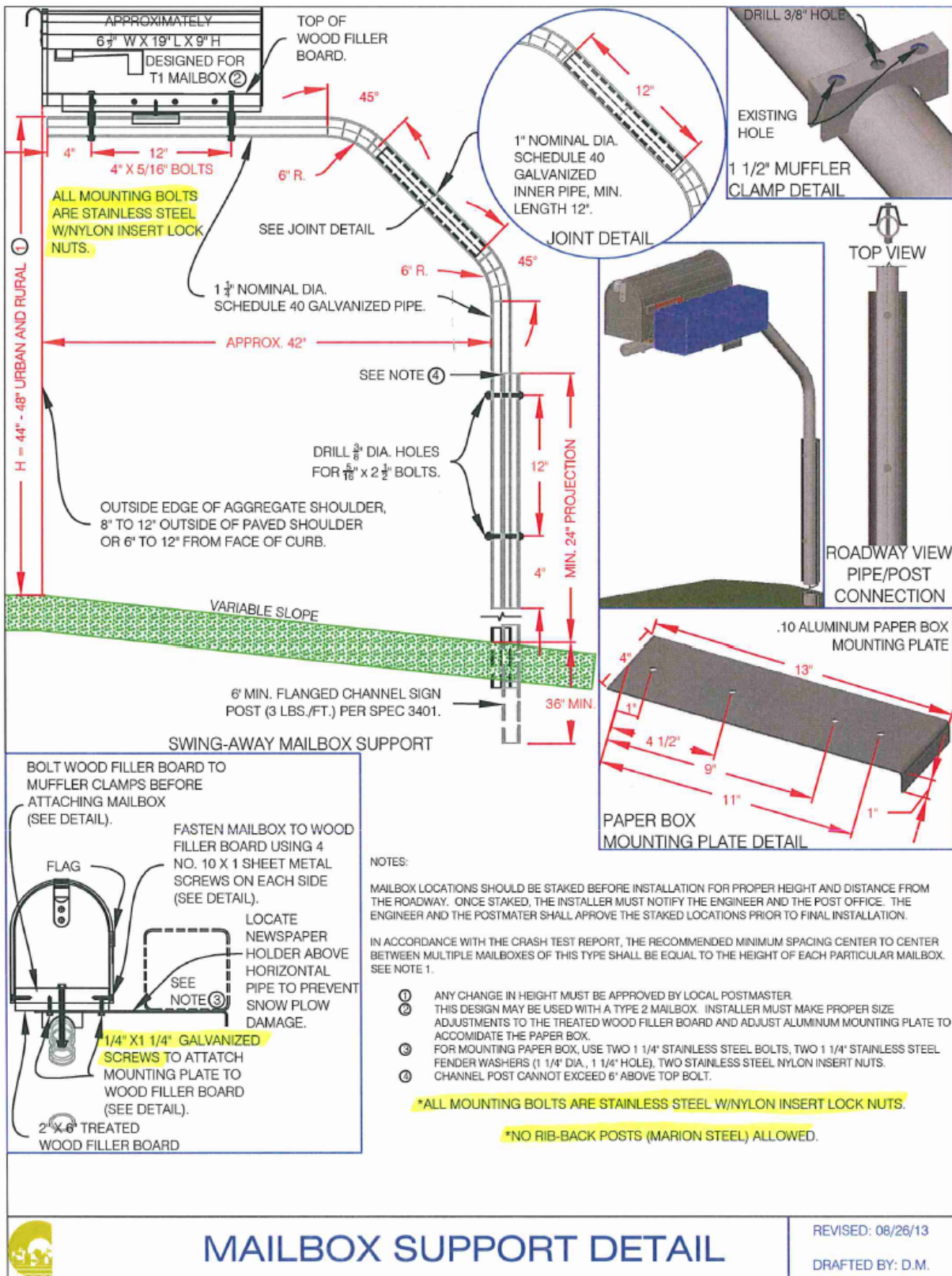
Contact Gopher State One Call for utility locates forty-eight (48) hours prior to the installation of a mailbox support post. Call 1-800-252-1166 or visit www.gopherstateonecall.org for more information.

Discretionary Decisions

Public Works Division Director Discretion

Situations may occasionally arise which require flexibility and practicality when following this policy. The Public Works Division Director is authorized to make good management decisions relating to matters not specifically addressed by this policy. Management decisions that are made should follow the general intent of this policy.

Exhibit A



MAILBOX SUPPORT DETAIL

REVISED: 06/26/13

DRAFTED BY: D.M.

Exhibit B

(2540) MAILBOX SUPPORT

This work shall consist of furnishing all materials for and constructing mailbox supports in accordance with the plans and as specified herein:

S-1.1 Materials: Materials shall conform to Mn/DOT Sections 3362, 3391, 3392, and 3401. **All materials are to be galvanized. All fasteners are to be stainless steel.**

S-1.2 Construction: The in-place supports shall be removed with as little damage as possible and offered to the property owner. If the owner does not want it, the Contractor shall dispose of it off the right-of-way in accordance with Mn/DOT 2104.3C3.

The in-place mailbox sign, if present, shall be salvaged and installed on the new or reused mailbox.

If new mailboxes are used, it shall be like size and make to existing mailbox.

The mailbox supports and boxes shall be constructed and installed in accordance with the specification details. If newspaper boxes are present, they shall be installed on the new support on the oncoming traffic side.

At locations with multiple boxes, the spacing of the new supports shall allow for each box to swing and not hit adjacent box.

S-1.3 **All adjacent address signs (blue emergency address signs) shall be salvaged and replaced about 6 inches below and adjacent to new channel posts.** Salvage and relocation of address signs shall be incidental to 2540 Mailbox Support.

S-1.4 Measurement and Payment: Mailbox supports shall be measured and paid for at the contract bid price per unit each which shall be compensation in full for all materials and installation of the new mailbox supports and boxes including removal and disposal of the existing mailboxes and supports.