

ASHLAND COUNTY HIGHWAY DEPARTMENT

P.O. Box 25
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Highbridge, WI 54846
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ASHLAND COUNTY HIGHWAY DEPARTMENT

POLICY FOR THE ACCOMMODATION OF MAILBOXES AND NEWSPAPER DELIVERY BOXES ON HIGHWAY RIGHT-OF-WAYS

No mailbox or newspaper delivery box will be allowed to exist on the highway right-of-way if it interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system. A mailbox installation that does not conform to the provisions of this regulation is an unauthorized encroachment under State Statute 86.04.

The location and construction of mailboxes shall conform to the rules and regulations of the US Postal Service as well as to standards established by the Ashland County Highway Department. Standards for the location and construction of mailboxes are available from:

Ashland County Highway Department
P.O. Box 25
39181 State Hwy 13
Highbridge, WI 54846
715 274-3662

A mailbox installation that conforms to the following criteria will be considered acceptable unless in the judgment of the Highway Commissioner, the installation interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system.

LOCATION

Mailboxes shall be located on the right-hand side of the roadway in the direction of the delivery route. The bottom of the box shall be set at an elevation established by the US Postal Service, usually between 42" and 48" above the roadway surface. The roadside face of the box shall be offset from the edge of the shoulder 6 inches. Under no circumstance should the mailbox face or front of the box extend past the outside edge of the shoulder.

Exceptions to the lateral placement criteria above will exist on residential streets and certain designated rural roads where the Highway Department deems it in the public interest to permit lesser clearances or to require greater clearances. On curbed streets, the roadside face of the mailbox shall be set back from the face of curb a distance between 6 and 12 inches. On residential streets without curbs or all weather shoulders and that carry low traffic volumes operating at low speeds, the roadside face of a mailbox shall be offset between 8 and 12 inches behind the edge of pavement.

Where a mailbox is located at a driveway entrance, it shall be placed on the far side of the driveway in the direction of the delivery route. Where a mailbox is located at an intersecting road, it shall be located a minimum of 100 feet beyond the center of the intersecting road in the direction of the delivery route. This distance shall be increased to 200 feet when the average daily traffic on the intersecting road exceeds 400 vehicles per day.

STRUCTURE

Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the US Postal Service. Newspaper delivery boxes shall be of light sheet metal or plastic construction of minimum dimensions suitable for holding a newspaper. Heavy, large, or ornamental mailboxes are ***not recommended***. These mailboxes are a hazard to the traveling public. They can be distracting and lighter mailboxes are designed specifically to minimize damage if a collision occurs.

No more than two mailboxes may be mounted on a support structure unless the support structure and mailbox arrangement have been shown to be safe by crash testing. However, lightweight newspaper boxes may be mounted below the mailbox on the side of the mailbox support.

Mailbox supports shall not be set in concrete unless the support design has been shown to be safe by crash tests when so installed.

A single 4 inch x 4 inch (nominal) or 4 inch diameter wooden post or a metal post with a strength no greater than a 1½ inch diameter standard strength steel pipe and 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.

The minimum spacing between the centers of support posts shall be three fourths the height of the posts above the ground line.

Mailbox support designs not described in this policy will be acceptable if approved by the Ashland County Highway Commissioner.

Only “swing-away” style installations are recommended on all right-of-ways maintained by the Ashland County Highway Department. While Postal Service requirements and safety concerns can be addressed by other installations, only a “swing-away” type box accommodates the needs of highway maintenance activities, especially winter maintenance.

See Appendix A for examples of approved mailbox installations.

SHOULDER REPAIRS

It will be the responsibility of the postal patron to inform the Highway Department of any new or existing mailbox installation where shoulder construction is inadequate to permit all weather vehicular access to the mailbox.

REMOVAL OF NONCONFORMING OR UNSAFE MAILBOXES

Any mailbox that is found to violate the intent of this policy shall be removed by the postal patron upon notification by the Ashland County Highway Department. At the discretion of the Highway Department, based on an assessment of hazard to the public, the patron will be granted not less than 24 hours nor more than 30 days to remove an unacceptable mailbox. After the specified removal period has expired, the unacceptable mailbox will be removed by the Ashland County Highway Department at the patron’s expense, as per State Statute 86.04. See Appendix B for a copy of the pertinent section of State Statute 86.04.

MAILBOXES DAMAGED BY HIGHWAY MAINTENANCE OPERATIONS

In Ashland County, snow removal operations and summer maintenance operations frequently conflict with mailboxes. The Ashland County Highway Department's employees shall make every reasonable effort to avoid damage to mailboxes. Adherence to the recommendations of this policy should minimize conflicts and safety problems, however in the event damage occurs to a mailbox on the highway right-of-way, the following procedures shall be followed by Ashland County Highway Department personnel.

Step 1 – A representative of the Department shall record the complaint and visit the mail box site.

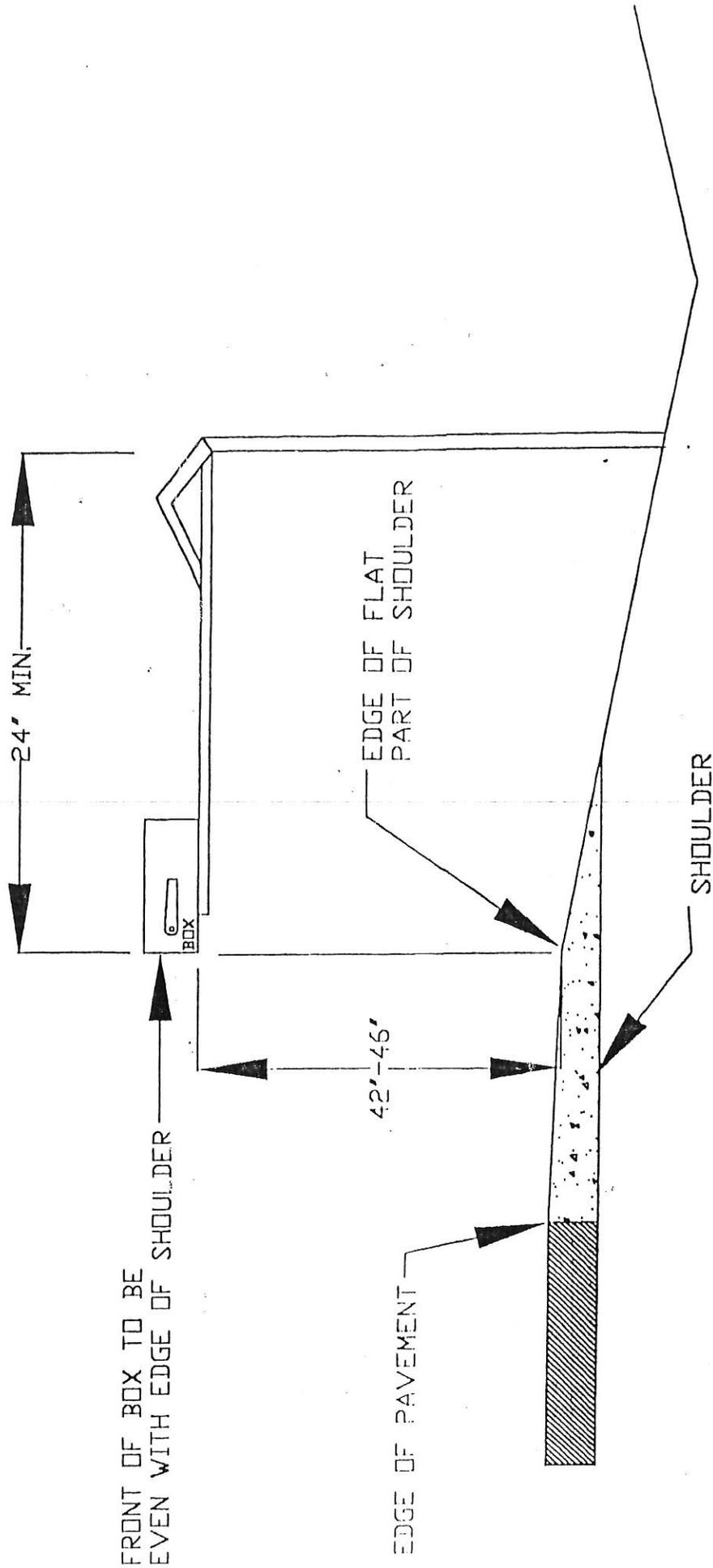
Step 2 – If it can be reasonably ascertained that the damage was not caused by Ashland County Highway Department maintenance operations or if the damage was not caused by direct contact with Department maintenance equipment (flying snow or ice from plowing operations does not constitute direct contact), it shall be the responsibility of the postal patron to repair or replace their damaged mailbox. The postal patron shall be provided a copy of the Department's policy and guidelines for proper mailbox installation. No further action is required. Go to Step 3, if the damage is due to direct contact with Ashland County Highway Department equipment.

Step 3 – If it can be reasonably ascertained that the mailbox was damaged due to direct contact with Department maintenance equipment, the following assessment shall be made:

- A. If the mailbox installation is as recommended by the Department and meets all requirements, the Department shall replace the mailbox with a standard mailbox approved by the US Postal Service. The Department will not pay for the replacement of decorative or non-standard boxes. The mailbox support shall also be repaired at Department expense.
- B. If the mailbox is a swing away style installation that fails to meet standards with respect to location or height, the Department shall replace the mailbox with a standard mailbox approved by the US Postal Service. The Department will not pay for the replacement of decorative or non-standard boxes. The mailbox support shall not be repaired at Department expense. The postal patron shall be provided a copy of the Department's policy and guidelines for proper mailbox installation. No further replacement or repairs will be made by the Department until such time as the installation meets all standards and requirements.
- C. If the mailbox is a non-recommended installation meeting all standards for location, height, and structure, the Department shall replace the mailbox with a standard mailbox approved by the US Postal Service. The Department will not pay for the replacement of decorative or non standard boxes. The mailbox support shall not be repaired at Department expense. The postal patron shall be provided a copy of the Department's policy and guidelines for proper mailbox installation. No further replacement or repairs will be made by the Department until such time as a properly placed swing away design support is in place.
- D. If the mailbox is a non recommended installation and is improperly located and / or is a safety hazard. The Department shall not replace or repair the mailbox or its support. The postal patrol shall be provided a copy of the Department's policy and guidelines for proper mailbox installation.

APPLICABILITY

This policy shall apply to all highways maintained by the Ashland County Highway Department.



FRONT OF BOX TO BE
EVEN WITH EDGE OF SHOULDER

EDGE OF FLAT
PART OF SHOULDER

42'-46"

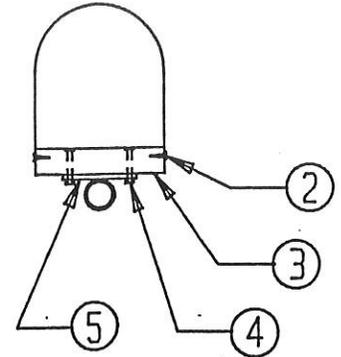
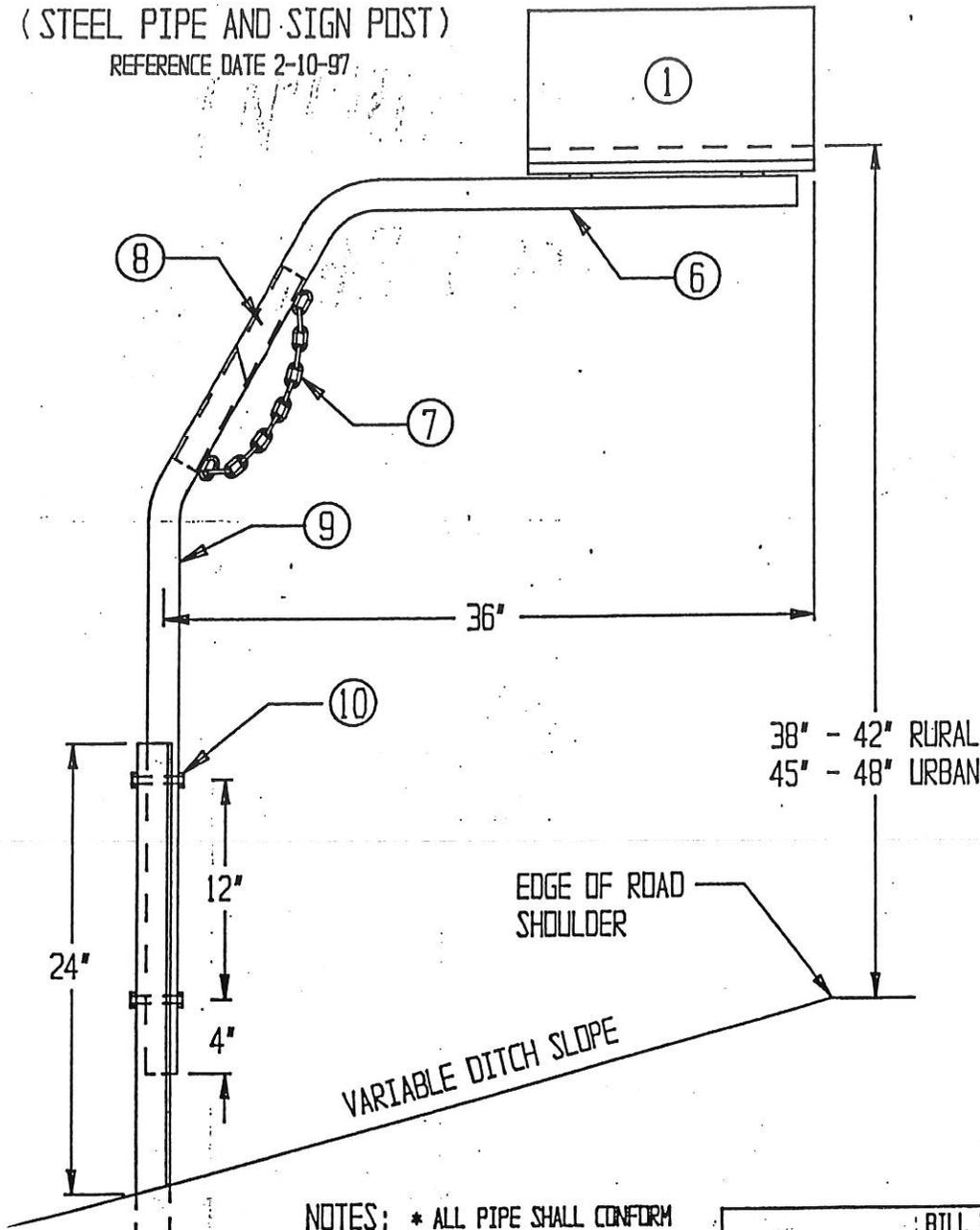
EDGE OF PAVEMENT

SHOULDER

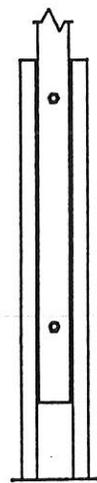
NOTE: DO NOT HANG PAPER OR SHOPPER TUBES
BELOW MAILBOX. MAINTAIN 42" TO 46"
SPACE BETWEEN BOTTOM OF MAILBOX AND
SHOULDER

MAIL BOX SUPPORT (STEEL PIPE AND SIGN POST)

REFERENCE DATE 2-10-97



TOP VIEW



ROADWAY VIEW
PIPE/POST CONNECTION

38" - 42" RURAL
45" - 48" URBAN

- NOTES:
- * ALL PIPE SHALL CONFORM TO SPEC 3362
 - * ALL FASTENERS SHALL CONFORM TO SPEC 3391
 - * ALL MATERIALS SHALL BE GALVANIZED PER SPEC 3392

* MAILBOX ENTRY TO BE 8" TO 12" OUTSIDE THE EDGE OF SHOULDER, OR 6" TO 12" FROM FACE OF CURB.

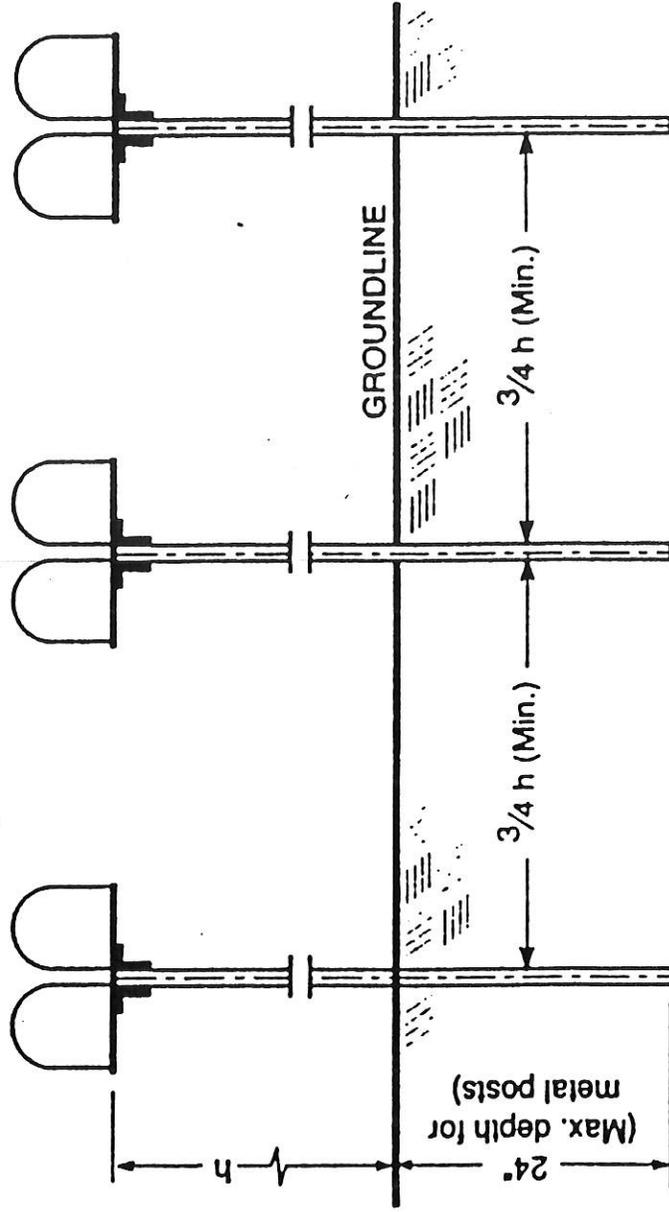
* MAIL BOX LOCATIONS SHOULD BE STAKED BEFORE INSTALLATION FOR PROPER HEIGHT AND DISTANCE FROM ROADWAY. ONCE STAKED, THE INSTALLER MUST NOTIFY THE ENGINEER AND THE POST OFFICE. THE ENGINEER AND POSTMASTER/MAILCARRIER WILL BE ALLOWED 48 HOURS TO REVIEW AND MODIFY THE STAKED LOCATIONS PRIOR TO FINAL INSTALLATION.

BILL OF MATERIALS		
ITEM	REQD	DESCRIPTION
1	1	RECOMMENDED MAILBOX SIZE 1A (1-1/2") APPROX 8"W X 21"L X 10-1/2"H
2	9	#10 X 1" SCREW
3	1	1-1/2" THICK WOOD FILLER TO FIT MAILBOX
4	4	1/4" X 2-1/2" CARRIAGE BOLT AND NUT
5	2	1/4" THICK MOUNTING BRACKET
6	1	1-1/4" SCH 40 PIPE
7	1	CHAIN SIZE 4/0 700# LOAD LIMIT
8	1	1" SCH 40 PIPE
9	1	1-1/4" SCH 40 PIPE
10	2	5/16" X 2-3/4" GRD 5 BOLT AND NUT
11	1	72" LONG MIN. FLANGED CHANNEL SIGN POST 3# PER FOOT PER SPEC 3401

RECOMMENDED

Multiple installations

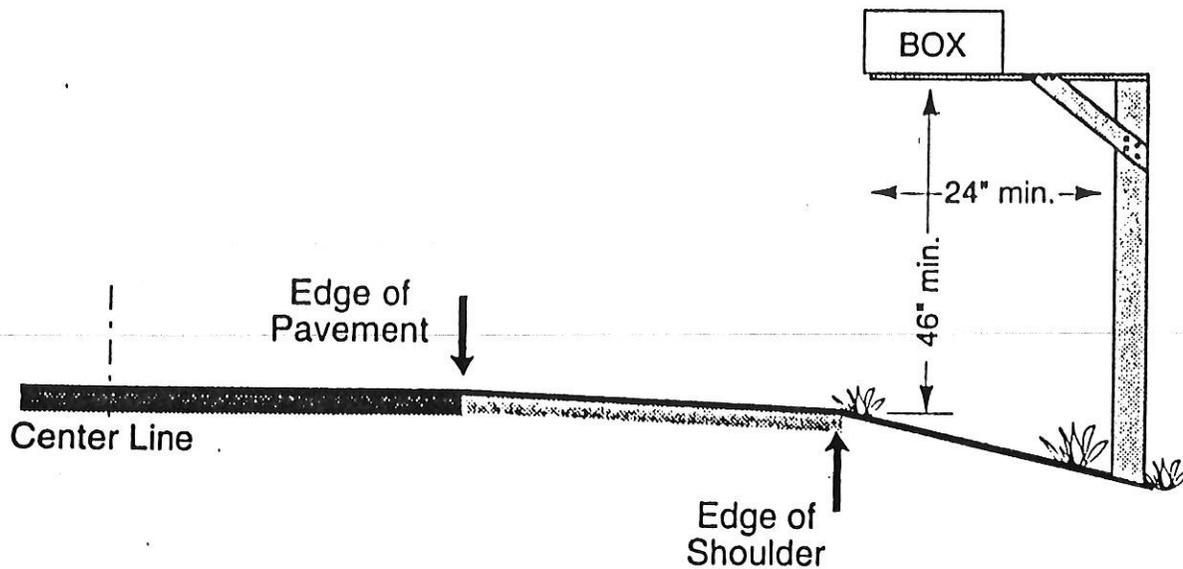
Mount no more than two mailboxes on a single support.



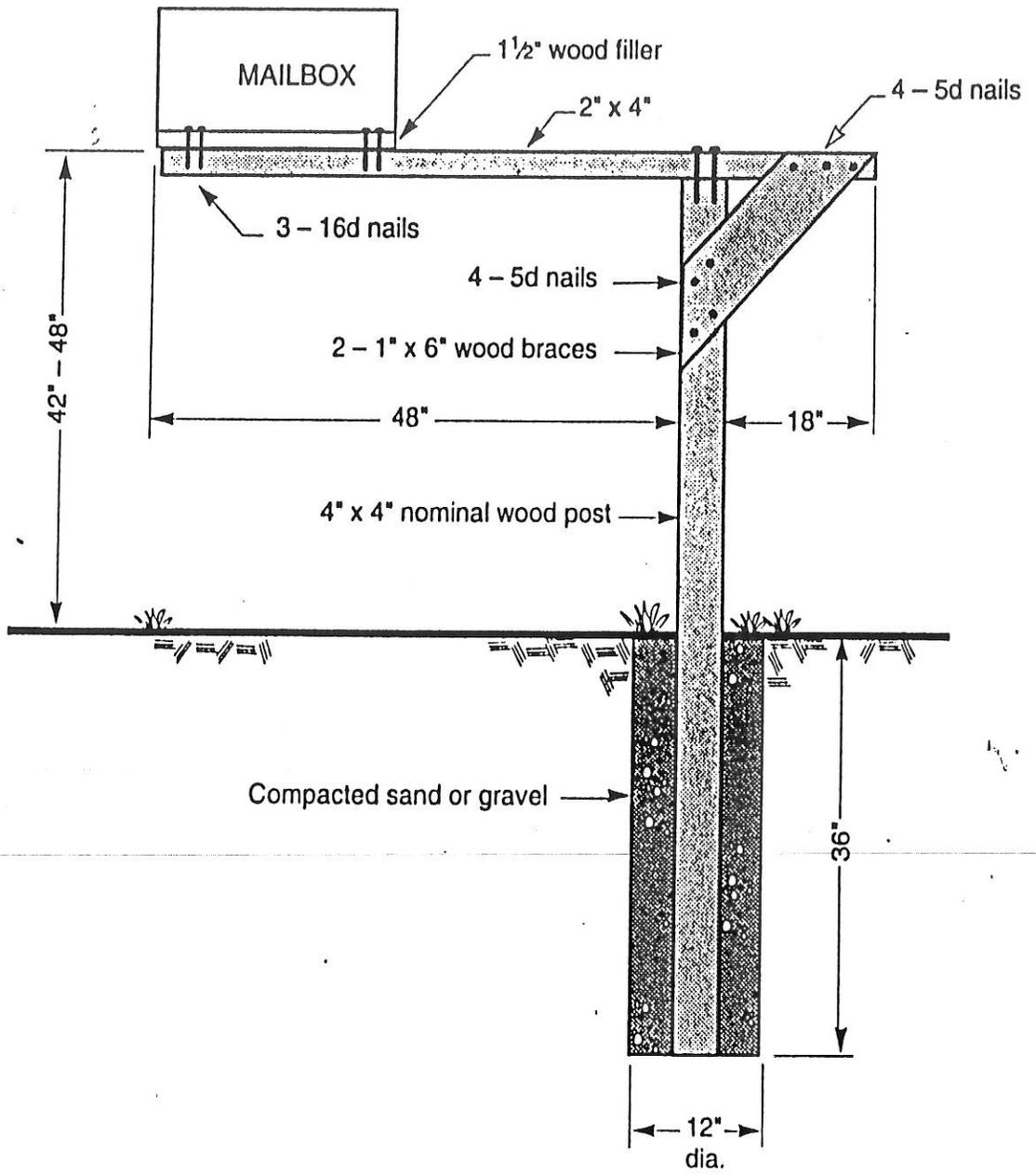
NOTICE

Recommended Mailbox Installations

To avoid damage to your mailbox and also allow the snowplows to remove the snow from under your mailbox, the following dimensions are recommended.



Placing mailboxes a short distance away from driveways and intersections helps to avoid vision-restricting snowbanks and also damage to your mailbox. The box and base should be strong enough to withstand flying snow and slush from traffic and snowplows.



NOT RECOMMENDED

