

**CALHOUN COUNTY
BOARD OF COMMISSIONERS
POLICY STATEMENT**

SUBJECT: PROPER INSTALLATION OF MAIL AND NEWSPAPER BOXES	DATE APPROVED: 12/19/2019	EFFECTIVE: Immediately	POLICY NO. 514
		REPLACES: 514 Adopted 10/18/12	

GENERAL:

The Calhoun County Road Department (CCRD) allows mail and newspaper boxes to be placed within the CCRD road right-of-way. If mail and newspaper boxes do not conform to this policy, they will be considered to be unsafe to the motoring public. This policy is consistent with the rules and regulations of the U.S. Postal Service and the American Association of State Highway and Transportation Officials (AASHTO).

COMPLIANCE:

Materials & Construction:

- Boxes must be constructed of sheet metal, plastic or similar weight materials and shall not exceed 11 pounds in weight.
- Mounting posts shall be either a single 4”x 4” square wood post, a 4” diameter wooden post, or a metal post with strength no greater than a 2” diameter standard steel pipe.
- For multiple mail and newspaper box installation, mounting posts shall be the same as above and the crossbar shall consist of a 4”x 4” wooden post.
- Posts shall be embedded no more than 24” into the ground. A metal post may not be fitted with an anchor plate, but it may have an anti-twist device.
- Box height should be 42”- 48” from the bottom of the box to the road surface.

REGULATIONS:

Location of your Mail and Newspaper Box: The roadside face of the box should offset the following distances.

- Paved Roads with Paved Shoulders: 6 inches from edge of paved shoulder
- Paved Roads with Gravel Shoulders: 6 inches from edge of gravel shoulder
- Paved Roads with no Shoulders: 6 inches from edge of paved road
- Gravel Roads with no Shoulders: 6 inches from edge of gravel road
- Curbed Streets/Roads: Flush with the back of the curb.

On subdivision streets with barrier curb: The face of the box shall be placed a minimum of 18 inches behind the face of the curb.

Intersection: When a mainland/or newspaper box is located at an intersection, the box must be a minimum of 100’ beyond the center of the intersection in the direction of the postal route.

Unsafe Mailbox/Newspaper Boxes: Regardless of the date of construction, Mail and Newspaper Boxes that do not conform to the previously noted requirements are considered unsafe. The Managing Director of the CCRD, in consultation with the Corporation Counsel, is authorized to notify the homeowner/business by mail of the unsafe condition, and to take all action permitted by law to preserve the safety of the County's right of way.

Mailbox Damage Claims:

The County's primary objective is to promote public safety by maintaining its roads, which includes clearing roadways of snow and ice accumulation, and conducting other maintenance operations. Because these activities occur in close proximity to mailboxes, which may be located within the public right of way (but off the paved portion of the road) there is a shared responsibility between the County and property owners when mailboxes are damaged during maintenance operations. During times of heavy snow falls, or wet snow, the weight of snow coming off a snow plow can damage Mailboxes should be installed as described above and maintained or protected in a manner to withstand the impact of snow that is pushed or discharged by snow removal equipment.

Taking these factors into consideration the County will consider complaints that its road maintenance operations damaged a private mailbox as follows:

1. All claims of damages to a mailbox, post or other structure must be reported to the Calhoun County Road Department, at (269) 781-9841.
2. The County will reject, and will not consider, any claim for damage to a mailbox, post or other structure that is not located, installed, and maintained in compliance with County Policy 514.
3. In all cases, the mailbox owner must agree to sign the attached release of liability for property damage before a claim will be resolved.
4. Except as indicated in Paragraph 5, the County will consider only claims where the property owner provides photographic evidence that the damage to the mailbox, post or other structure was caused by direct contact by or a collision caused by County equipment.
5. In the case of damage that is reported by the mailbox owner within a reasonable time following snow plowing operations on the road where the mailbox is located, the County will provide a standard rural mailbox, and/or a 4" x 4" post meeting US Postal Service requirements. Installation is the responsibility of the mailbox owner. Photographic evidence of damage to the mailbox or post is sufficient.
6. Where the mailbox owner has submitted photographic evidence of damage to a mailbox, post or other structure caused by contact by County equipment the Managing Director of the Calhoun County Road Department, after consulting the County Corporation Counsel, may resolve any other damage claim for a mailbox, post or other structure. The maximum reimbursement is \$100.00.

All other claims for damages to a mailbox, post or other structure must be submitted to the County Corporation Counsel for consideration by the County's risk manager or insurer.