

# Village of Fowlerville Mailbox Policy and Installation Requirements

## Damage

Most mailbox damage occurs when heavy, wet snow is thrown against a weakened post or mailbox. The Village of Fowlerville cannot assume responsibility for such damage. If the mailbox or post is damaged by snow thrown by the snow removal vehicles, it is the homeowner's responsibility to replace the box and post. It is the homeowner's responsibility to install the mailbox as set by the United States Postal Service guidelines.

If the damage occurred as a result of negligent operation of the Village of Fowlerville snow removal equipment, a supervisor will meet with the homeowner to assess the damage for possible replacement. Please keep your mailbox and post in good condition and located behind the curb or beyond the shoulder, a properly installed mailbox is less likely to be damaged. The Village of Fowlerville has adopted the United States Postal Service (USPS) guidelines as follows:

## Mailbox Guidelines



[View full size version of the image](#)

## Installing a New Mailbox

**Look for Postmaster General's Seal**



Every new mailbox design should be reviewed and receive the Postmaster General's (PMG) seal of approval before it goes to market. If you opt to construct your own mailbox, it must meet the same standards as manufactured boxes, so show the plans to your local postmaster for approval.

### **Placing the Mailbox**

Here are some helpful guidelines to follow when installing your mailbox:

- Position your mailbox 41 to 45 inches above ground level.
- Place your mailbox 6 to 8 inches back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.
- If you are attaching the box to your house, make sure the postal carrier can reach it easily from your sidewalk, steps, or porch.

### **Installing the Post**

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

- A 4 inches x 4 inches wooden support or a 2-inch diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).
- Bury your post no more than 24 inches deep.

### **Door Slots**

#### **Approved Door Slots**

Some homes and apartments have a slot in the door for receiving mail rather than a mailbox. The standards for an approved door slot are:

- The opening must be at least 1 1/2 inches x 7 inches.
- The bottom of the slot must be at least 30 inches above floor.
- Horizontal slots must have a flap hinged at the top.
- Vertical slots must be hinged on the opposite side from the door's hinges.

#### **Inside Door Slot Hoods**

The standards for approved inside door slot hoods are:

- The hood should not project more than 2 1/16 inches beyond the inside of the door.
- On a horizontal slot, the hood should not extend below the bottom of the outside plate.
- On a vertical slot, the hood should not extend beyond the side of the outside plate on same side as the door's hinges.



fig a.

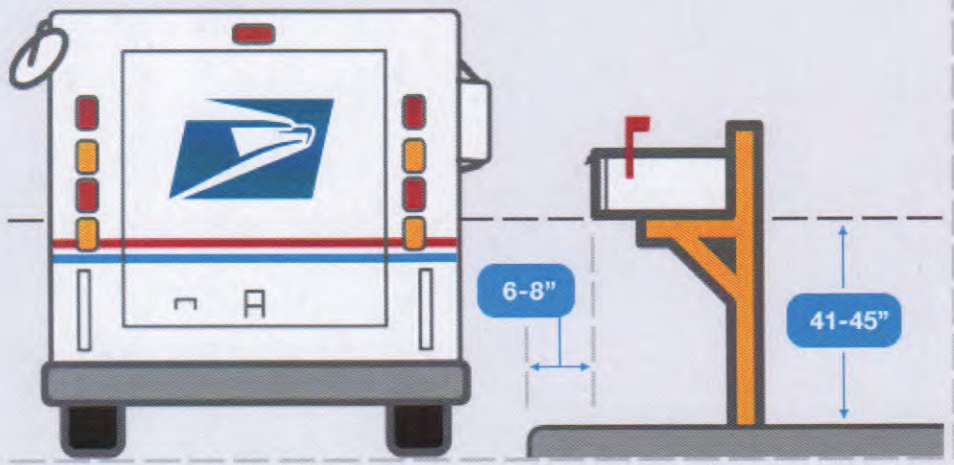
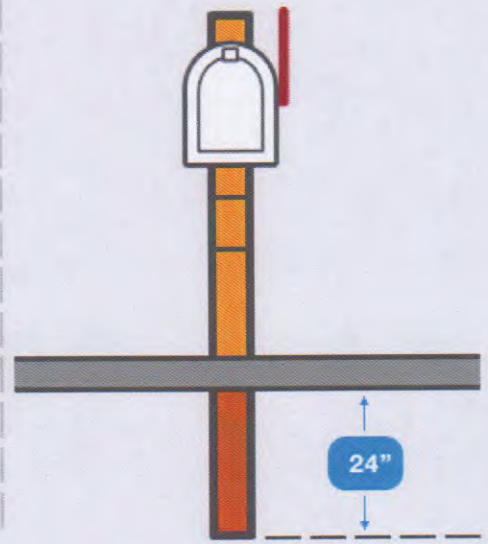


fig b.



## Maintenance

Mailboxes take a beating from the weather, so we recommend an annual mailbox checkup to avoid damage to your mail or difficulty identifying your address.

- Tighten loose hinges on the door
- Take care of rusty or loose parts
- Replace missing or faded house numbers
- Keep the path to your mailbox clear

Approved by the Village of Fowlerville Department of Public Works (DPW) Committee on 11-20-14. Recommend to the Fowlerville Village Council for approval on 12-1-14.

All previous mailbox policies shall be rescinded and replaced by this policy adopted by the Fowlerville Village Council on December 1, 2014.