



KANABEC COUNTY HIGHWAY DEPARTMENT

Chad T. Gramentz, P.E. County Engineer
903 Forest Avenue East – Mora, MN 55051
320-679-6300

Dear Property Owner:

Kanabec County Culvert Policy implemented August 1, 1975 and revised March 22, 2006 (Rev. 4), requires all residents needing an entrance shall apply for such entrance permit with the County Engineer. A copy of the County Culvert Policy is available for your review at the County Highway Department Office.

Please fill out the attached application. In addition, a fee of \$150.00 will be required with the submittal of your application for each field entrance. A fee of \$200.00 is required for each entrance if a mailbox support is provided. After your application is made, immediately place markers with cloth flags on each side of your proposed entrance to enable our road foreman to know exactly where you want your entrance. When picking a site for your entrance choose a location that offers good visibility in both directions and consider the possibility of shifting your location to avoid the necessities of requiring a culvert. When our road foreman has inspected your site, you will be notified whether you need a culvert or not, and of the size needed. If the County supplies the culvert, you are then required to pay a fixed fee of \$300.00. You do have the option of purchasing your own culvert (corrugated metal pipe only, no plastic allowed); however, we must be allowed to inspect the culvert and approve it before it is installed. Once the \$300.00 check is received, depending upon the culvert supply, the department will normally have a culvert delivered to your proposed site within two or three days after receiving a request. Therefore, we suggest you plan your construction of the entrance accordingly. **We cannot deliver a culvert without sufficient notice and will not deliver before the \$300.00 is deposited.**

Once your entrance has been approved, you will have ninety (90) days in which to complete the construction and have it approved in its final form. **IF THE WORK IS NOT COMPLETED IN NINETY DAYS, THE APPLICATION FEE AND CULVERT FEE, IF ANY, WILL BE FORFEITED TO THE COUNTY AND ANY CONSTRUCTION WITHIN THE COUNTY RIGHT-OF-WAY WILL BE REMOVED.**

If your entrance is for a new residence and you would like to have a swing-away type mailbox support provided, the County Highway Department will install a swing away type mailbox support after the entrance has been properly constructed.

Also attached are details and directions you should follow when constructing your entrance. If you have any questions concerning these directions, please ask us before you construct your entrance to avoid any problem in getting your entrance approved.

After you have completed the construction of your entrance, please contact our office so that a final inspection can be scheduled. If the entrance is properly installed, you will receive a \$100.00 refund. If the entrance is for a residence, the mailbox support will be installed after the final inspection.

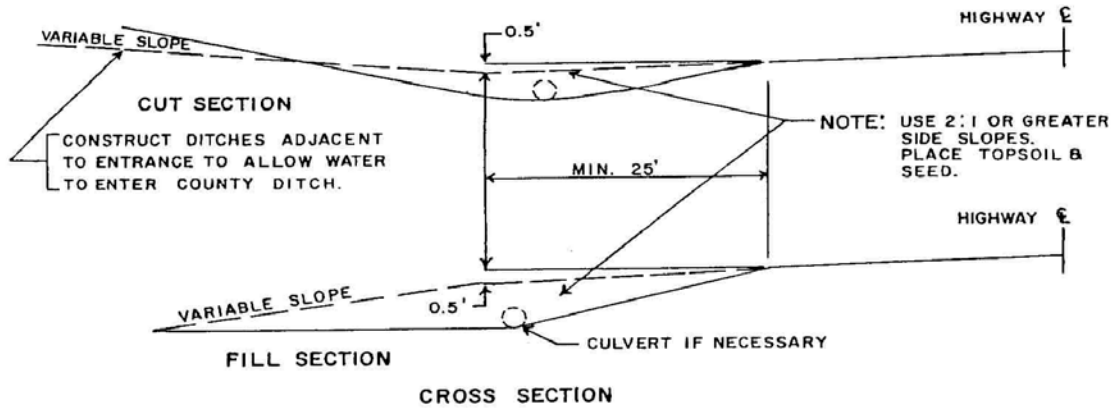
Sincerely,

Chad Gramentz, P.E.
County Engineer

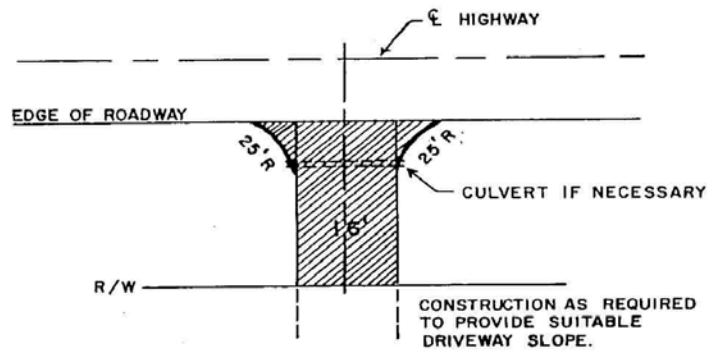
Instructions for Driveway Construction

1. Bedding for the culvert will be required where the county road ditch is in unstable material, as in a swamp or boggy area.
2. When placing the culvert in position to backfill, twist the culvert so that the longitudinal rivets are in the side of the culvert, not in the bottom or top. Rivets are used in the fabrication of corrugated metal pipe culverts. Longitudinal rivets are used to construction the individual sections, then each section is riveted together. (see rivet detail)
3. On the culvert end will be a painted arrow making the direction which water should flow through the culvert. Place the culvert so that the arrow on the culvert points in the direction water flows in the ditch. (see lap detail)
4. The culvert should be placed in the center of the ditch and fit the alignment of the ditch.
5. When backfilling the culvert, care should be taken to avoid placing rocks against the culvert. Approximately two (2) to four (4) inches of crushed gravel should be used on the top of the fill material to finish the entrance.
6. Once the culvert has been placed, backfilled, and shaped, place topsoil on slopes and seed. **Block, timber, or rock walls are not allowed at the culvert ends.**

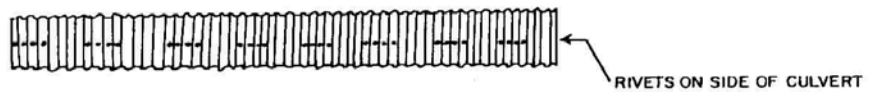
KANABEC CO. ENTRANCE APPROACH DETAILS



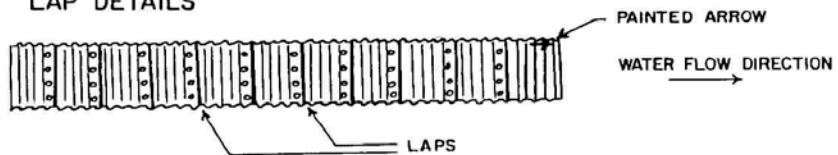
PLAN VIEW



RIVET DETAILS



LAP DETAILS



Kanabec County Policy

for the

Safe Placement of Mailboxes
and their Support Systems

The model policy, based on the American Association of State Highway Transportation Officials (AASHTO), has been modified to include current Minnesota standards.

Policy for Mailboxes and Newspaper Boxes along Roadways

Purpose

The purpose of this policy is to provide guidelines for mailboxes within Kanabec County's road right-of-way.

For the safety of the traveling public, the following policy applies to mailboxes and their installations on roads with a posted speed limit of 40 mph, or greater.

Scope

No mailbox or newspaper delivery box, hereinafter referred to as mailbox, will be allowed to exist on Kanabec County rights-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 not conforming to the provision of this regulation is an unauthorized encroachment under Minnesota State Statutes 169.072 and Minnesota Rules Chapter 8818.

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

Kanabec County Highway Department
903 Forest Avenue East
Mora, MN 55051
320-679-6300

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

Location

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 right-hand side of the roadway in the carrier's direction of travel. The bottom of the box shall be set at an elevation established by the US Postal Service, between 42 and 48 inches above the roadway surface.

The roadside face of the box shall be:

- ☐ on the outside edge of the aggregate shoulder or,
- ☐ 8-12 inches outside of the paved shoulder or,
- ☐ 6-12 inches back from the face of curb

Where a mailbox is located near a driveway, it shall be located after the driveway in the direction of travel.

Where a mailbox is installed near an existing guardrail, it should, wherever practical, be placed behind the guardrail.

Exceptions to the placement criteria above must be approved by the local road authority and the local Postmaster.

Structure

Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the US Postal Service. No more than two (2) mailboxes may be mounted on a support structure unless crash tests have shown the support structure and mailbox arrangement to be safe.

A single post should be used for the mailbox support that is constructed of either a:

- ☐ 4-inch by 4-inch square post,
- ☐ 4-inch diameter wooden post or,
- ☐ a metal support of a weight of three pounds per foot or less for any one foot of vertical measurement above ground.

For MN DOT's standard "swing-away" design, the post must be embedded a minimum of four (4) feet below ground and project at least two (2) feet above ground. 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 exact support hardware dimensions and design 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.

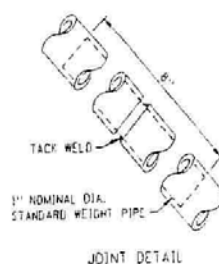
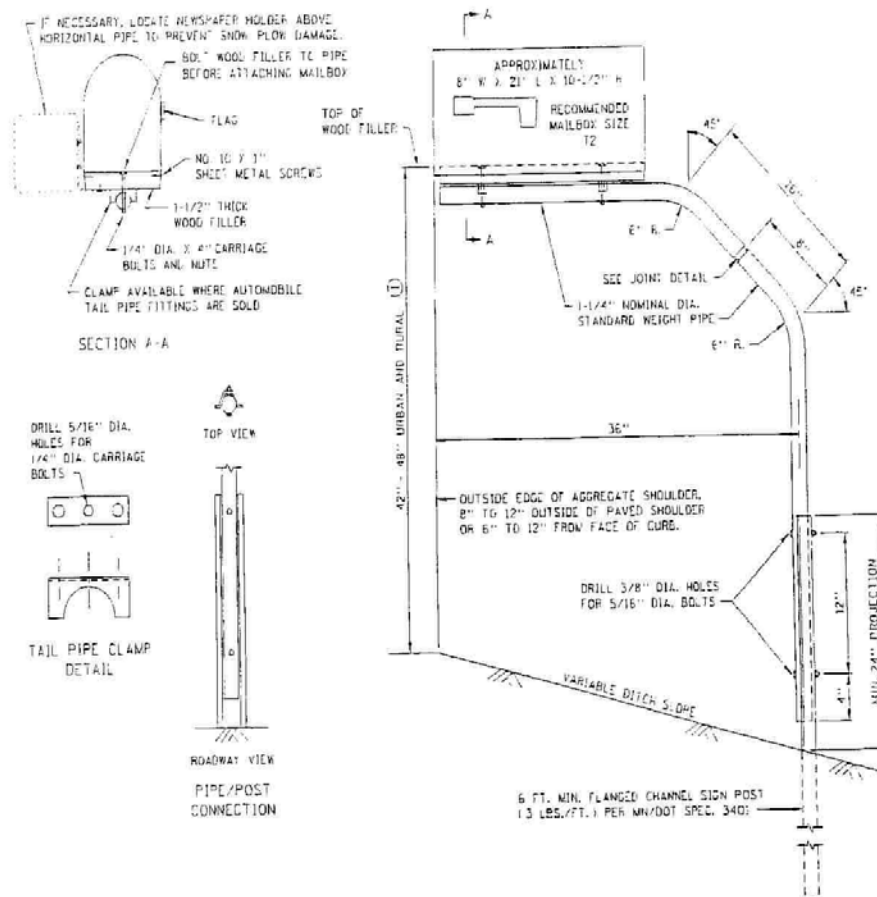
The spacing between centers of support posts shall be a minimum of 30 inches. Mailbox support designs not described in this regulation are acceptable if approved by the County Engineer.

For additional instruction regarding installation, please see the following illustrations.

Removal of Non-Conforming or Unsafe Mailboxes

In accordance with Minnesota Statute 169.072 and Minnesota Rules 8818, any mailbox that is found to violate the intent of this regulation shall be removed by the postal patron upon notification by the Kanabec County Highway Department. At the discretion of the Kanabec County Highway Department, based on the assessment of hazard to the public, the patron shall be given 60 days to remove and replace an unacceptable mailbox. After the 60 days has expired, the unacceptable mailbox will be removed and replaced by the Kanabec County Highway Department at the owner or resident's expense, not to exceed the statutory limit, currently \$75.00.

Any decision made on any specific mailbox will depend on many factors. The road authority's personnel and officials must exercise discretion in examining all of those factors.



NOTES:

NO MORE THAN THREE MAILBOXES SPACED 30" CENTER TO CENTER ARE TO BE USED IN ONE LOCATION.

PIPE SHALL CONFORM TO MN/DOT SPEC. 3382

ALL FASTENERS SHALL CONFORM TO MN/DOT SPEC. 3391

PIPES AND POST SHALL BE GALVANIZED PER MN/DOT SPEC. 3392

MAILBOX LOCATIONS SHOULD BE STAKED BEFORE INSTALLATION FOR PROPER HEIGHT AND DISTANCE FROM THE ROADWAY. ONCE STAKED, THE INSTALLER MUST NOTIFY THE ENGINEER AND THE POST OFFICE. THE ENGINEER AND POSTMASTER SHALL APPROVE THE STAKED LOCATIONS PRIOR TO FINAL INSTALLATION.

OTHER MAILBOX SUPPORT DESIGNS MAY BE USED. THE CONTRACTOR SHALL SEND THE PROJECT ENGINEER SHOP DRAWINGS FOR APPROVAL. FOR QUESTIONS REGARDING DESIGN ELEMENTS AND BREAKAWAY FEATURES, CONTACT THE DESIGN STANDARDS UNIT.

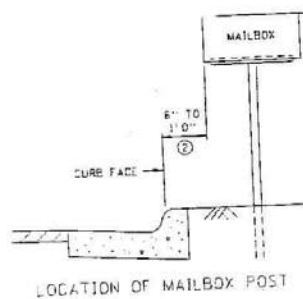
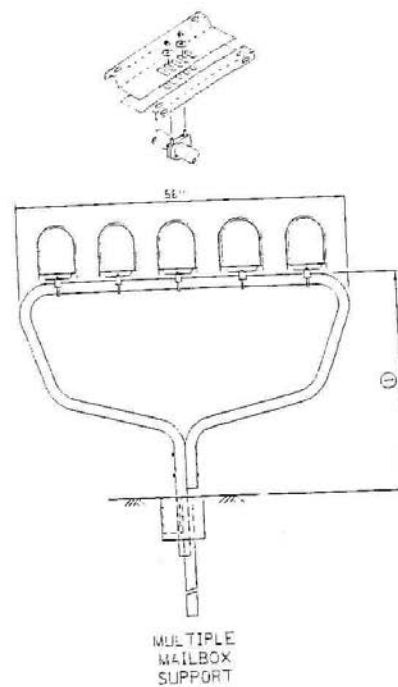
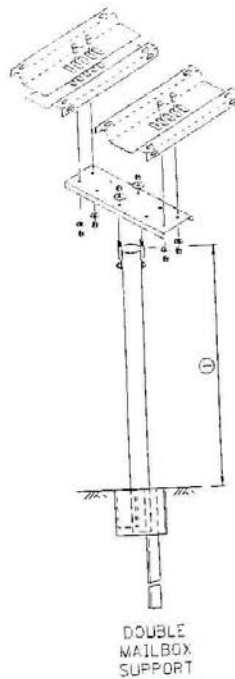
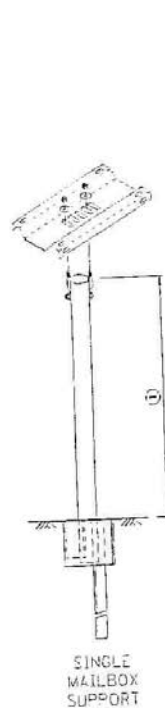
ALL MAILBOX SUPPORTS MUST BE CRASHWORTHY AND MEET MINNESOTA RULES, BEIR, U.S. POST OFFICE AND FEDERAL HIGHWAY ADMINISTRATION FHWA STANDARDS AND RECOMMENDATIONS.

FOR MAILBOX SUPPORTS SUBMITTED FOR APPROVAL THE BASIC DESIGN DIMENSIONS SHALL BE AS SHOWN ON THIS DETAIL DRAWING

① ANY CHANGE IN HEIGHT MUST BE APPROVED BY LOCAL POSTMASTER AND THE ROAD AUTHORITY.

MAILBOX SUPPORT BENT STEEL PIPE AND STEEL FENCE POST

NOV. 06, 2002



NOTES:
THIS IS A PATENTED PRODUCT.
SEE MVDOT SPEC. 1703.
FOR MORE INFORMATION, CONTACT
FORESIGHT PRODUCTS INC.
PHONE: 800-325-5360

- USE THIS SUPPORT IF FOUR OR MORE MAILBOXES ARE LOCATED IN ONE AREA.
- ① POSTAL SERVICE REGULATIONS WILL DETERMINE THE HEIGHT.
 - ② FOR RURAL LOCATIONS, THE FACE OF THE BOX SHALL BE 8" TO 12" FROM THE EDGE OF THE TURNOUT OR USABLE SHOULDER.

APPROVED PROPRIETARY MAILBOX SUPPORTS
MECHANICAL TUBING

NOV. 01, 2002