

# Ideal Township Mailbox Policy

The purpose of this policy is to establish uniformity and consistency in the application, installation, and maintenance of mailbox supports on Ideal Township's roadway system.

It is the goal of Ideal Township to provide public rights-of-way for the traveling public that are safe, efficient, and free of unnecessary hazards, while providing minimum inconvenience to property owners. Minnesota law declares certain mailbox installations to be a public nuisance, a road hazard, and a danger to the health and safety of the traveling public (Minnesota Rules Chapter 8818), and authorizes the road authority to remove and replace the nonconforming supports (Statute 169.072).

## Definitions

The important features of an approved, conforming mailbox design for rural roadways include the following (Reference MNDOT Standard Plate No. 9350A – attached):

1. The post located a minimum of 3 feet from the edge of the road surface plus an additional 8-12 inches
2. The front of the mailbox located 8-12 inches from the edge of the road surface
3. The bottom of the box at the proper height (normally 42-48 inches)
4. An installation that will pivot or rotate in some fashion when the snowplow's snow hits the mailbox

## Policy

Ideal Township will replace all nonconforming mailbox supports as part of road reconstruction/resurfacing projects. The township will continue to monitor existing mailbox supports and notify owners of their noncompliance and offer installation of approved supports at no cost. "Community" or "grouped/multiple" mailboxes on a single large support will be given priority for replacement because of their hazardous nature. Mailbox supports will be provided to landowners as part of the entrance/driveway permit process; all new developments will receive new mailbox supports.

## Policy Criteria

### Replacement of Mailbox Supports under Township Road Improvement Program

Ideal Township will provide and install, at the township's expense, conforming mailbox supports within the limits of all township road reconstruction and road resurfacing projects. The township is able to provide this service only on reconstruction/resurfacing projects since they are an eligible state aid expense and are therefore reimbursable.

## **Replacement of Unlawful Mailbox Supports and Installation**

Any mailbox support deemed unlawful by Ideal Township, as defined by Minnesota Rules Chapter 8818, must be replaced. Once a support is deemed unlawful, the owner will be notified in writing that the owner must replace it within 60 days. As an incentive to use approved supports, the township provides the following options:

1. The owner may pick up the support from the township, install it him- or herself, and remove the unlawful support.
2. The township will furnish and install an approved support.

An unlawful support remaining after the expiration of the 60-day period will be removed and replaced by the township.

## **Replacement of Damaged Mailbox Supports by Agency**

Ideal Township will replace all lawful mailbox supports damaged by township equipment during snowplowing operations or other maintenance activities provided the support was properly installed according to U.S. Postal and Ideal Township standards. The township will not replace supports damaged by third parties.

## **Mailbox Support Requirements—Driveway/Access Permits**

Ideal Township will require that all mailbox supports associated with the issuance of an access permit be constructed in accordance with the Township's specifications for lawful supports. The township will furnish and install an approved support. The owner may opt to pick up the support from the township and install it him- or herself.

## **Miscellaneous Attachments to Mailbox Supports**

Newspaper delivery boxes, advertisement delivery boxes, nameplates, address plates, etc., must not be installed underneath the mailbox, whether attached to the mailbox support or on a separate post. The area underneath the mailbox must remain free of obstructions in order to allow the unhindered passage of the snowplow wing blade. Obstacles interfering with the wing blade force the plow to swerve, often into the oncoming lane, creating an unsafe situation for motorists and plow operators.

## **Ownership of Mailbox Supports**

Mailboxes and mailbox supports are the property of the mail route patron. Ideal Township does not issue written permits for the placement of mailboxes within the road right-of-way, nor does its easements provide for mailbox construction. All mailboxes placed within the road right-of-way are placed there at the owner's risk. Replacement or installation of mailbox supports by

the township does not signify any change of ownership. The support remains the property of the owner, and it is the owner's responsibility to maintain to conformance standards.

**Interruption of Mail Delivery**

When the township must remove and replace a mailbox support, it must be done in such a manner as to cause no interruption of mail delivery, if at all possible.

**Spacing of Mailbox Supports**

In accordance with Minnesota Rules Chapter 8818, mailbox supports shall be spaced no closer than 30 inches.

**Call Before You Dig (Gopher State One Call)**

Forty-eight hours before installation of any new mailbox support, contact the Gopher State One Call for utility locates (1-800-252-1166).

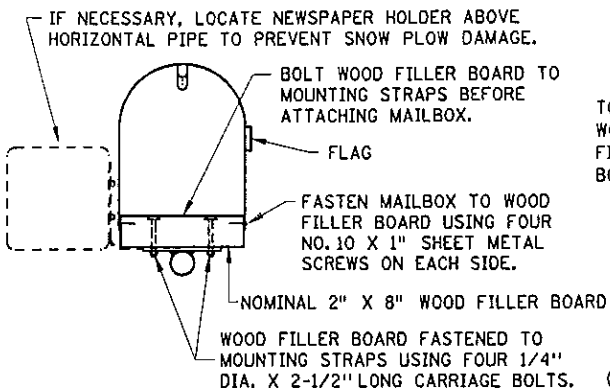
**Financial Considerations**

The new mailbox supports that have been installed by Ideal Township become and remain the property of the owner upon completion of the installation. Maintenance of mailbox supports becomes the responsibility of the owner. Mailboxes are the owner's responsibility and must conform to U.S. Postal Service requirements.

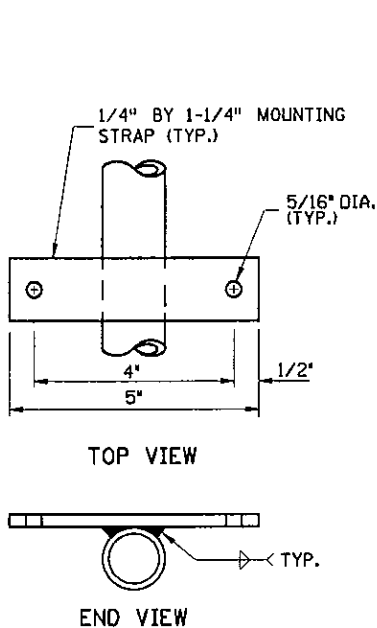
Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the Town Board of Ideal Township.

\_\_\_\_\_ Town Board Chair.

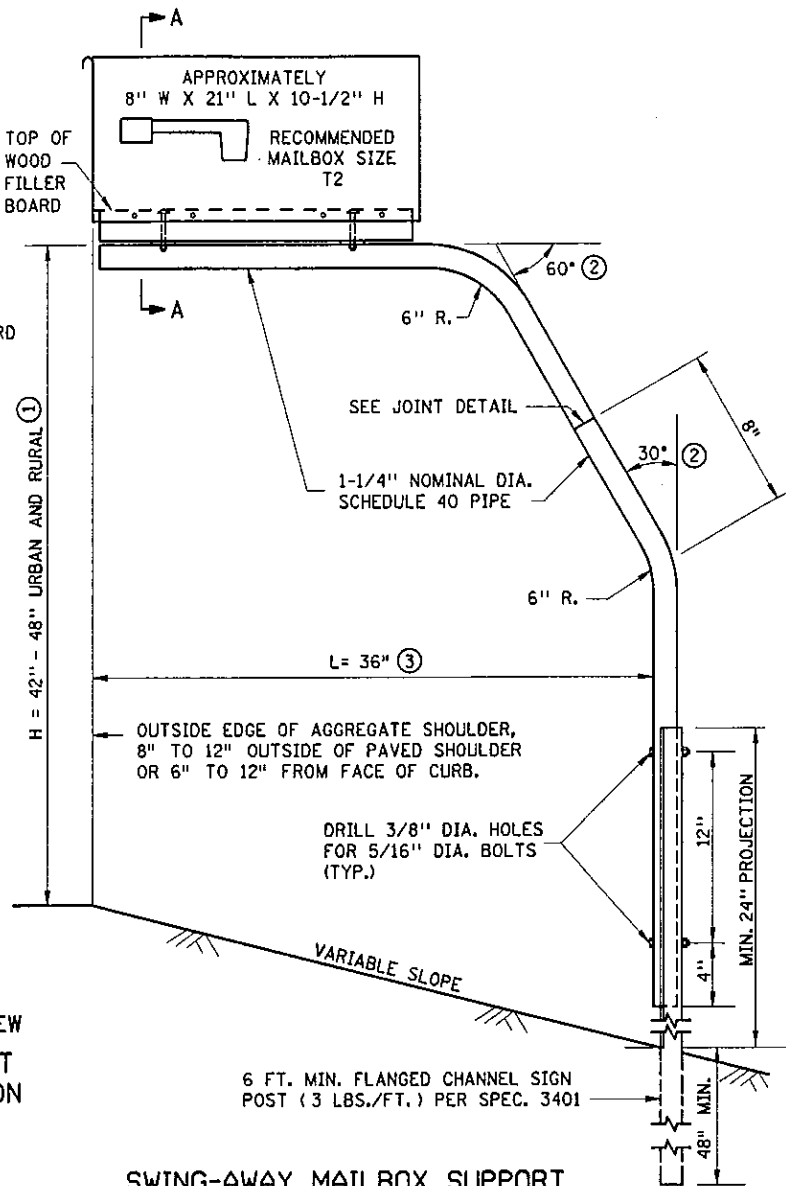
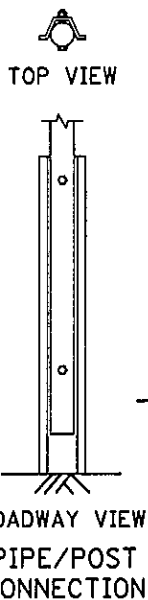
Attest: \_\_\_\_\_ Town Clerk.



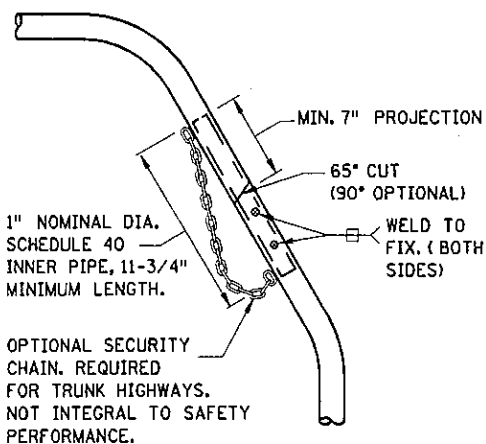
SECTION A-A



MOUNTING STRAP DETAIL



SWING-AWAY MAILBOX SUPPORT



JOINT DETAIL

NOTES:

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 THE POSTMASTER SHALL APPROVE THE STAKED LOCATIONS PRIOR TO FINAL INSTALLATION.

THE MINIMUM SPACING (CENTER TO CENTER) BETWEEN MULTIPLE MAILBOX SUPPORTS SHALL BE EQUAL TO THE HEIGHT OF THE MAILBOX SUPPORT.

OTHER MAILBOX SUPPORT DESIGNS MAY BE USED IF THEY SATISFY NCHRP REPORT 350 CRITERIA IN ACCORDANCE WITH FHWA ACCEPTANCE LETTER, MEET MINNESOTA RULES 8818 AND U.S. POST OFFICE RECOMMENDATIONS AND ARE IN COMPLIANCE WITH MN/DOT REQUIREMENTS WHICH MAY INCLUDE THE FOLLOWING (REQUIRED ON TRUNK HIGHWAYS):

- PIPE SHALL CONFORM TO SPEC. 3362, SCHEDULE 40 OF ASTM A53/A53M.
- ALL FASTENERS SHALL CONFORM TO SPEC. 3391.
- PIPES, POST AND OTHER STEEL COMPONENTS SHALL BE GALVANIZED PER SPEC. 3392.

THE CONTRACTOR SHALL SEND THE SHOP DRAWINGS TO THE ENGINEER FOR APPROVAL. FOR QUESTIONS REGARDING DESIGN ELEMENTS AND BREAKAWAY FEATURES, CONTACT THE DESIGN STANDARDS UNIT.

- ① ANY CHANGE IN HEIGHT (H) MUST BE APPROVED BY LOCAL POSTMASTER.
- ② 45° BENDS MAY BE USED AS AN OPTION.
- ③ A 48" OR 53" CANTILEVER LENGTH (L) MAY BE USED AS AN OPTION FOR NON-TRUNK HIGHWAY USE.

APPROVED JUNE 1, 2007

*M. Rakus*  
STATE DESIGN ENGINEER

STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
**MAILBOX SUPPORT**  
SWING-AWAY TYPE

SPECIFICATION REFERENCE  
3362  
3391  
3392  
3401

STANDARD PLATE NO.  
**9350A**