

<p style="text-align: center;">OTTAWA COUNTY ROAD COMMISSION</p> <p style="text-align: center;">OPERATIONAL POLICY PERMITTING</p>	<p style="text-align: center;">NUMBER: 2</p> <p style="text-align: center;">EFFECTIVE DATE: 08/19/14</p> <p style="text-align: center;">REVISION NUMBER:</p>
<p>SUBJECT: MAILBOX INSTALLATION</p>	

The location and construction of mailboxes shall conform to the rules and regulations of the U.S. Postal Service and the following Ottawa County Road Commission standards. These standards are based on guidelines established by the American Association of State Highway and Transportation Officials (AASHTO). Any mailbox located within the county road right-of-way that does not conform to this policy shall be considered an unauthorized encroachment and subjected to removal in a manner consistent with the Road Commission’s encroachment policy and the relevant provisions of Michigan law.

LOCATION

The roadside face of the box shall be offset the following distances:

- Paved road: the width of the shoulder plus one foot.
- Gravel road: one foot from the edge of the traveled portion of the roadway.
- Curbed street: one foot from the face of the curb.

Where a mailbox is located at an intersecting road it shall be placed a minimum of 100 feet beyond the center of the intersecting road in the direction of the delivery route.

Where a mailbox is installed in the vicinity of an existing guardrail, whenever practical, it shall be placed behind the guardrail with the face of the box even with the back of the rail.

STRUCTURE

Mailboxes shall be constructed from sheet metal, plastic, or similar weight materials and shall not exceed 11 lbs.

No more than two mailboxes shall be mounted on a support structure unless the support structure and mailbox arrangement have been shown to meet U.S. Department of Transportation crash test standards. Newspaper boxes may be mounted below the mailbox on the side of the mailbox support.

- Multiple mailbox installations must meet the same criteria as do single mailbox installations. This requirement precludes the use of a heavy horizontal support

member. It is recommended that mailbox supports be separated a distance of at least equal to three-fourths of their heights.

A single 4 inch x 4 inch square or 4.5 inch diameter wooden post, a metal post with a strength no greater than a 2 inch diameter standard steel pipe, or other acceptable post as determined by the Road Commission that is embedded no more than 24 inches into the ground will be acceptable as a mailbox support.

- Posts shall not be fitted with an anchor plate (metal post) nor shall they be set in concrete.

The post-to-box attachment details should be of sufficient strength to prevent the box from separating from the post top if a vehicle strikes the installation.

A snow deflector that is constructed utilizing acceptable mailbox supports that is embedded no more than 24 inches into the ground may be acceptable as determined by the Road Commission.

VIOLATIONS

Any mailbox that is in violation of these standards shall be immediately removed by the owner upon notification by the Road Commission. If the owner has not removed the mailbox, the Road Commission, in accordance with relevant provisions of Michigan law, including MCL 247.171 et. seq., , shall issue the owner a Removal Order, whereupon the owner will be granted 30 days to remove the unacceptable mailbox. Thereafter, the mailbox will be removed by the Road Commission at the owner's expense.

Adopted by the Board of County Road Commissioners: August 19, 2014

This policy supersedes and rescinds the previous Mailbox Installation Policy of January 24, 2013.