

<p style="text-align: center;"><b>OTTAWA COUNTY ROAD COMMISSION</b></p> <p style="text-align: center;"><b>OPERATIONAL POLICY</b> PERMITTING</p>	<p style="text-align: center;"><b>NUMBER: 2</b></p> <p style="text-align: center;"><b>EFFECTIVE DATE: 10/08/20</b></p> <p style="text-align: center;"><b>REVISION NUMBER: 2</b></p>
<p><b>SUBJECT: MAILBOX INSTALLATION</b></p>	

The Ottawa County Road Commission (OCRC) is charged with ensuring that all roadways within its jurisdiction are reasonably safe for public travel. Unforgiving mailboxes can contribute to the severity of roadside accidents as well as interfere with the operation and maintenance of the county road system. Consequently, roadside safety principals will apply to mailbox installations.

Mailboxes shall conform to the rules and regulations of the U.S. Postal Service (USPS) and the following 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 (*Encroachments within the Right-of-Way Operational Policy Number 10*) and the relevant provisions of Michigan law.

For convenience and practicality, mailbox installations are allowed within the county road right-of-way; however it is important to recognize these installations shall comply with the following standards to ensure that mail can be delivered and that the mailbox does not create an obstacle or safety hazard to those that use or maintain the county road.

**Mailbox Installation Standards**

RECOMMENDED LOCATION

Whenever possible, place your mailbox after your driveway opening. This location improves its visibility, minimizes the amount of snow that comes off the plow, and improves the approach for your mail carrier.

Where feasible, a mailbox should be on the right side of your driveway, as you exit your driveway.

Where a mailbox is located at an intersecting road it should 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 should be placed behind the guardrail with the face of the box even with the back of the rail.



## OFFSET FROM ROAD

Mailboxes should be set back at a minimum of one foot from the edge of the shoulder, regardless of whether the shoulder is gravel or paved. Greater offset distances are encouraged so the mail carrier can move out of traffic.

## MAILBOX HEIGHT

According to USPS standards, a mailbox must be installed so the bottom of the mailbox is between 41 inches and 45 inches above the road shoulder. The USPS mail carrier should provide the desired height.

## POST SIZE, TYPE, AND EMBEDMENT

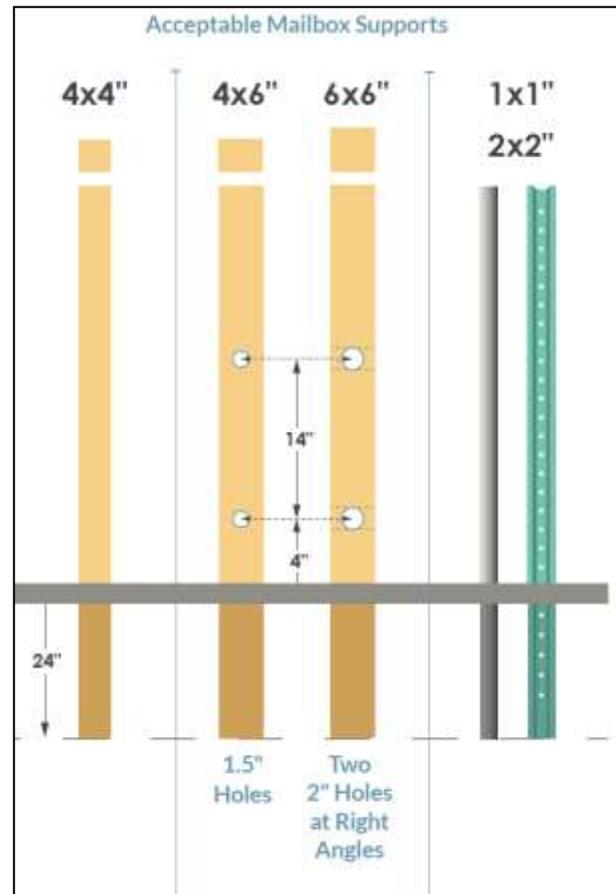
Mailbox posts must be sturdy enough to hold up the mailbox in all types of weather. However, they can't be so rugged that they present a hazard to vehicles that leave the road. If a mailbox support is struck by a vehicle, it must easily break away. The following types of posts are acceptable for mailbox supports.

- 4" x 4" wooden posts embedded no more than two feet into the ground. Larger wooden posts (4" x 6" or 6" x 6") may be used only if the post is drilled through with an appropriate spade bit to create a breakaway post.
- One-inch to two-inch round diameter steel or aluminum pipe, or standard U-channel post embedded no more than two feet into the ground.

### **Unacceptable Mailbox Supports Include**

- anything filled with concrete,
- masonry and stone structures,
- heavy steel structures,
- large diameter wood posts,
- posts fitted with an anchor plate,
- posts set in concrete, and
- most objects that were intended for other uses (e.g., antique plows, I-beams, etc.).

The Road Commission may consider accepting other support post types if a breakaway design can be demonstrated or the support has been approved by AASHTO.



## MULTIPLE MAILBOX CONFIGURATION

No more than four mailboxes shall be mounted on an acceptable support structure unless the support structure and mailbox arrangement have been approved by AASHTO.

- 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 by a minimum of 36 inches.

## MAILBOX SIZE AND CONSTRUCTION

Only mailboxes that have a Postmaster General's (PMG) seal of approval shall be placed on acceptable supports. Custom-made mailboxes shall meet USPS size and construction standards and shall be approved by the USPS.

The mailbox should be attached to the support post to prevent the box from separating from the post top if a vehicle strikes the installation.

Newspaper boxes may be mounted below the mailbox on the side of the mailbox support.

## SNOW DEFLECTOR

A snow deflector that is constructed utilizing acceptable mailbox supports that is embedded no more than 24 inches into the ground may be utilized.

## VIOLATIONS

Mailboxes, attachments, or support systems not consistent with this policy shall be deemed an unauthorized encroachment per the OCRC *Encroachments within the Right-of-Way Operational Policy Number 10*.

Any mailbox that is in violation of these standards shall be immediately removed by the owner upon written 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: October 8, 2020

This policy supersedes and rescinds the previous Mailbox Installation Policy of August 19, 2014.