

DEPARTMENT OF PUBLIC SERVICE

POLICY MEMORANDUM NO. 209

MAILBOX REPLACEMENT

Mailboxes are a road obstruction within the road rights-of-way that may represent a hazard to the traveling public. The following policy governs the type and installation of mailbox units and mailbox supports within the road rights-of-way in the City of Willoughby.

All mailbox units shall comply with United States Postal Regulations as well as guidelines set forth by the American Association of State Highway and Transportation Officials (AASHTO) as follows:

Materials:

1) **Mailbox:**

- Shall be of an approved U.S. Postal Service design. The mailbox unit shall be entirely of plastic and/or lightweight galvanized steel construction. Decorative enhancements that increase the weight or mass of the mailbox are not permitted.

2) **Post:**

- Maximum single 4" x 4" square or 4" diameter wood post or a metal post with strength no greater than a 2" diameter standard strength hollow steel pipe.

3) **Hardware:**

- Plates, screws, bolts, etc., shall be commercial grade galvanized steel.

4) **Setting Posts:**

- Posts shall be set in compacted earth or driven into the ground at a depth not to exceed 24 inches. In no case should the post be encased in concrete or be permanently affixed in any manner.

Mounting Boxes

Support hardware shall accommodate either a single or a double mailbox installation. No more than two boxes shall be mounted on a single post. The door of the mailbox shall be placed a minimum of 6 inches outside the shoulder portion of the roadway or back of the curb area. When a mailbox is installed in the vicinity of existing guardrail, it shall be placed behind the guardrail unless otherwise approved by the Director of Public Service.

Damage

Mailboxes damaged by **DIRECT** contact with a City vehicle or its plow blade while performing maintenance operations will be repaired or replaced with an approved design as previously described. Mailboxes damaged by the City of Willoughby maintenance operations will be repaired or replaced by the City.

Mailbox continued

Damage by thrown snow does not warrant replacement. In the event that the mailbox is of a specialty or exotic type of construction, the City's liability per occurrence is limited to the actual cost of a mailbox unit of an approved design as set out above (see materials #1) or a cash settlement not to exceed \$50.00. An inspection of the damaged mailbox by the Service Department along with a signed release form is required prior to payment.

Damage claims and settlements are subject to review by the Director of Public Service and/or the Superintendent.

EFFECTIVE DATE 3/12/08

REVIEWED _____ AMENDED _____

AMENDED DATE _____

APPROVED BY _____