



# McLEOD COUNTY HIGHWAY DEPARTMENT

## ***POLICY FOR: Mailbox Installations and Supports***

**County Board Approved: 12/21/10**  
**Revised:**

### **PREFACE**

The following Policy has been established to provide guidelines and standards for mailbox installations and supports located along streets and highways under McLeod County jurisdiction.

### **BACKGROUND**

[Minnesota Rules, Chapter 8818](#) defines unlawful mailbox installations and supports and declares them a public nuisance, a road hazard, and a danger to the health and safety of the traveling public if located on streets or highways having a speed limit of 40 miles per hour or greater.

[Minnesota Statute §169.072](#) permits a road authority to remove and replace a nonconforming mailbox installation or support and charge the owner or resident a fee for the cost of the removal and replacement.

### **POLICY**

#### **1. Definitions**

1. "Mailbox installation" or "installation" means the entire mailbox structure, including the support, mailbox, hardware, and attachments.
2. "Mailbox support" or "support" means the part of the mailbox installation that holds up the mailbox, excluding hardware and auxiliary attachments.

#### **2. Construction Requirements for Mailbox Installations or Supports**

All installations and replacements of mailboxes, including supports, shall be constructed and situated in conformance with all applicable State and U.S. Postal Service regulations. An example of an approved swing away mailbox support that is widely used in Minnesota is attached.

#### **3. Replacement of Mailbox Supports**

##### **A. Part of a Scheduled County Highway Construction Project**

1. All mailbox supports not conforming to State and U.S. Postal Service requirements located along a County reconstruction or rehabilitation project shall be replaced as part of that improvement project, unless otherwise stipulated within this policy. The cost shall be covered by McLeod County.
2. The existing mailbox will be installed on the new support if it is of a type consistent with State and U.S. Postal Service requirements. If the mailbox is nonconforming, the owner or resident shall replace it with a mailbox meeting the State and U.S. Postal Service requirements. At the time of the County's installation of a new support, the owner or



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resident may substitute, at their expense, a new mailbox meeting State and U.S. Postal Service requirements.

### **B. Nonconforming Installations and Supports**

All mailboxes or supports identified by the County as nonconforming shall be replaced by the owner or resident. The County may remove and replace a nonconforming installation or support provided they give a sixty (60) day notice to the owner or resident. The County may charge the owner or resident a fee (see current County fee schedule) for the cost of the removal and replacement.

### **C. Installations or Supports Damaged by McLeod County**

The McLeod County Highway Department shall replace a mailbox installation or support damaged during snowplowing operations or other maintenance activities with a standard size mailbox on a support that meets State requirements provided:

1. The mailbox was properly installed according to U.S. Postal Service and State requirements, and
2. The installation or support was physically struck by County equipment.

### **4. Maintenance of Replaced Installations or Supports**

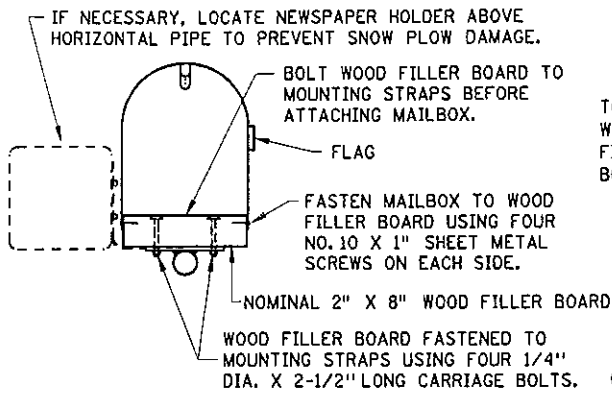
Replacement of mailbox installations or supports by McLeod County does not result in any change of ownership. All future maintenance and replacements of the mailbox installation shall be the responsibility of the owner or resident.

### **5. Newspaper and Non-Mail Delivery Boxes**

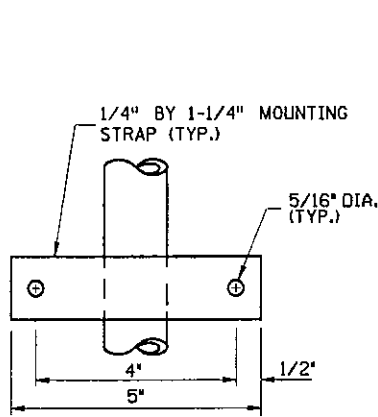
All boxes or receptacles for the delivery of newspapers, circulars, advertisements and other non-mail items shall be attached to the mailbox support, if one exists. If there is no mailbox support, any such support for the receipt of non-mail items shall conform to the aforementioned requirements. The County shall replace any non-mail delivery boxes it damages under the same terms and conditions as section 3.C above.

## **SUMMARY**

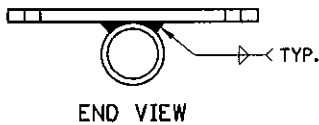
This Policy was developed to provide general guidelines for both County personnel and owners and residents. It is intended to cover the majority of situations normally encountered. If certain situations arise that are not part of the above Policy, they will be dealt with on a case-by-case basis.



SECTION A-A

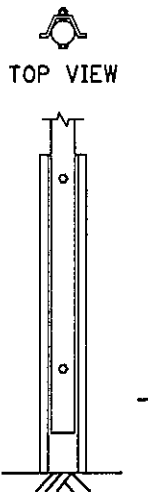


TOP VIEW



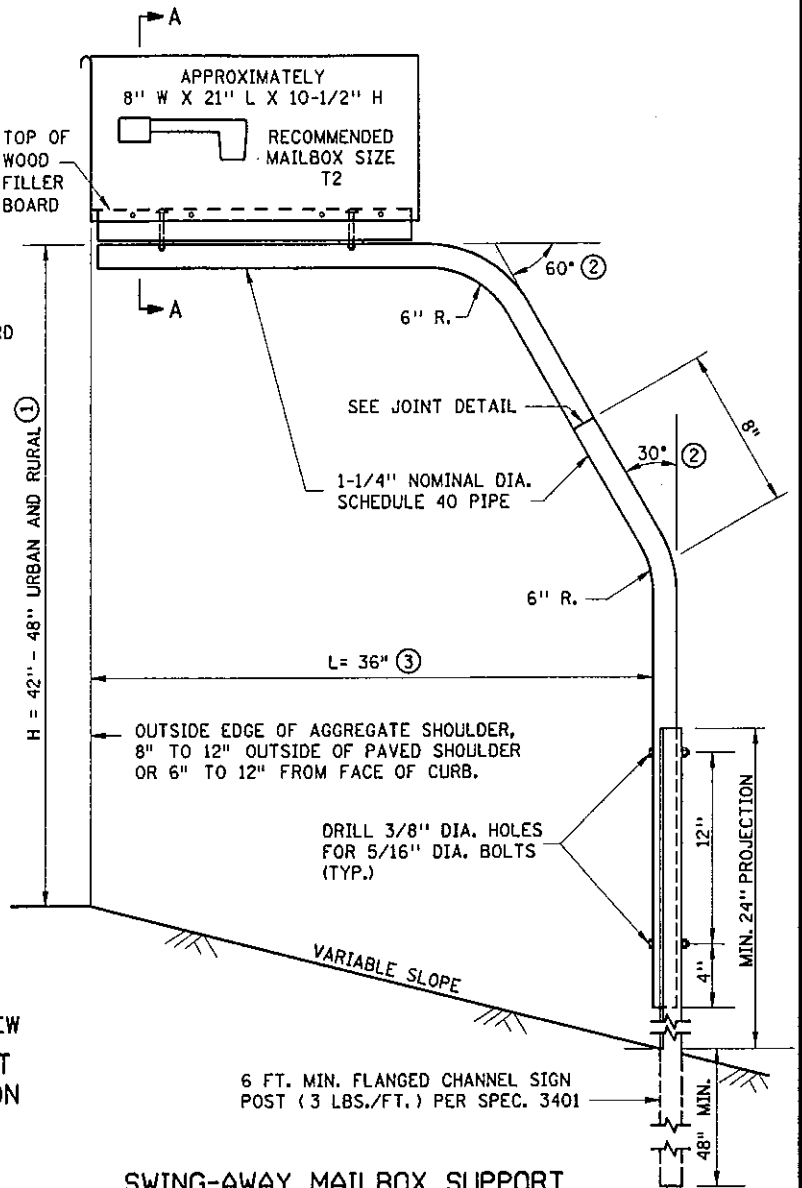
END VIEW

MOUNTING STRAP DETAIL

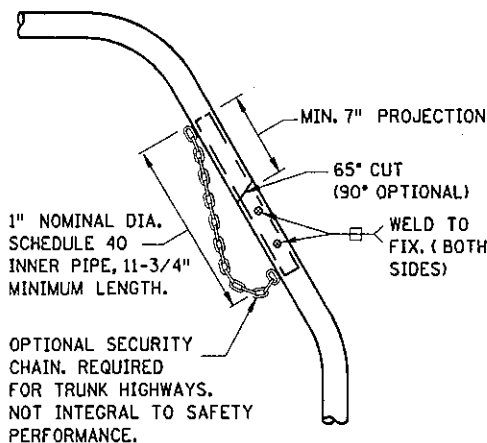


TOP VIEW

ROADWAY VIEW  
PIPE/POST  
CONNECTION



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