

**NICOLLET COUNTY
POLICY**

For The

**SAFE PLACEMENT OF MAILBOXES
AND THEIR SUPPORT SYSTEMS**

**Officially adopted by the County Board of Commissioners
October 28, 2003**

NICOLLET COUNTY POLICY FOR THE SAFE PLACEMENT OF MAILBOXES AND THEIR SUPPORT SYSTEMS

PURPOSE

The purpose of this policy is to provide guidelines for mailboxes within the road authority's right-of-way.

For the safety of the traveling public, the following policy applies to mailboxes and their installations on roads with a posted speed limit of 40 mph, or greater.

SCOPE

No mailbox or newspaper delivery box, hereinafter referred to as mailbox, will be allowed to exist on Nicollet County rights-of-way if it interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system. A mailbox installation not conforming to the provisions of this regulation is an unauthorized encroachment under Minnesota State Statutes 169.072 and Minnesota Rules Chapter 8818.

The location and construction of mailboxes shall conform to the rules and regulations of the U.S. Postal Service as well as to standards established by the Nicollet County. Nicollet County standards for the location and construction of mailboxes are available from:

Nicollet County Department of Public Works
1700 Sunrise Drive, PO Box 518
St. Peter, MN 56082
507 931-1760

A mailbox installation that conforms to the following criteria will be considered acceptable unless, in the judgment of the Nicollet County Engineer, the installation interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system.

LOCATION

No mailbox will be permitted where access is obtained from a freeway or where access is otherwise prohibited by law or regulation.

Mailboxes shall be located on the right-hand side of the roadway in the carrier's direction of travel. The bottom of the box shall be set at an elevation established by the US Postal Service, between 42 and 48 inches above the roadway surface. The roadside face of the box shall be:

- On the outside edge of aggregate shoulder or,
- 8-12 inches outside of the paved shoulder or,
- 6-12 inches back from the face of curb.

Where a mailbox is located near an intersection or driveway, it shall be in accordance with local ordinances and/or policies.

Where a mailbox is installed near an existing guardrail, it should, wherever practical, be placed behind the guardrail.

Exceptions to the placement criteria above must be approved by the local road authority and the local Postmaster.

STRUCTURE

Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the US Postal Service. No more than two mailboxes may be mounted on a support structure unless crash tests have shown the support structure and mailbox arrangement to be safe.

A single post should be used for the mailbox support that is constructed of either a:

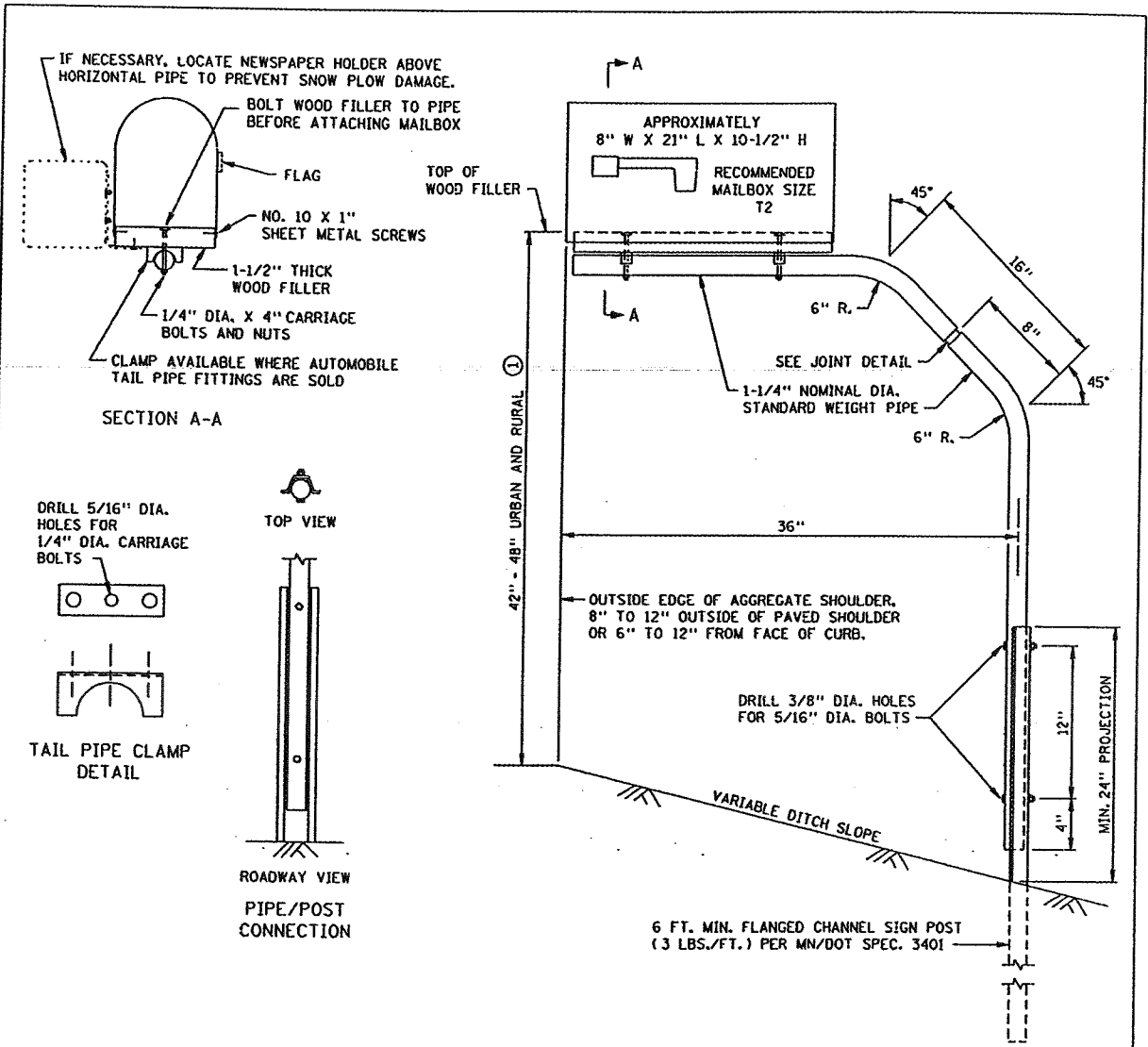
- 4-inch by 4-inch square wooden post,
- 4-inch diameter wooden post or,
- a metal support of a weight of three pounds per foot or less for any one foot of vertical measurement above ground.

For the Minnesota Department of Transportation's standard "swing-away" design, the post must be embedded a minimum of four feet below ground and project at least two feet above ground. A metal post shall not be fitted with an anchor plate, but it may have an anti-twist device that extends no more than ten inches below the ground surface.

The post-to-box attachment details should be of sufficient strength to prevent the box from separating from the post top if the installation is struck by a vehicle. The exact support hardware dimensions and design may vary, such as having a two-piece platform bracket or alternative slot and hole locations. The product must result in a satisfactory attachment of the mailbox to the post, and all components must fit together properly.

The minimum spacing between centers of support posts shall be a minimum of 30 inches. Mailbox support designs not described in this regulation are acceptable if approved by the Nicollet County Engineer.

For additional instructions regarding installation, please see the following illustrations.



IF NECESSARY, LOCATE NEWSPAPER HOLDER ABOVE HORIZONTAL PIPE TO PREVENT SNOW PLOW DAMAGE.

BOLT WOOD FILLER TO PIPE BEFORE ATTACHING MAILBOX

FLAG

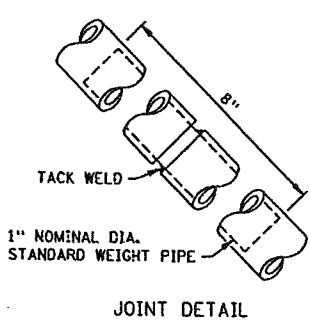
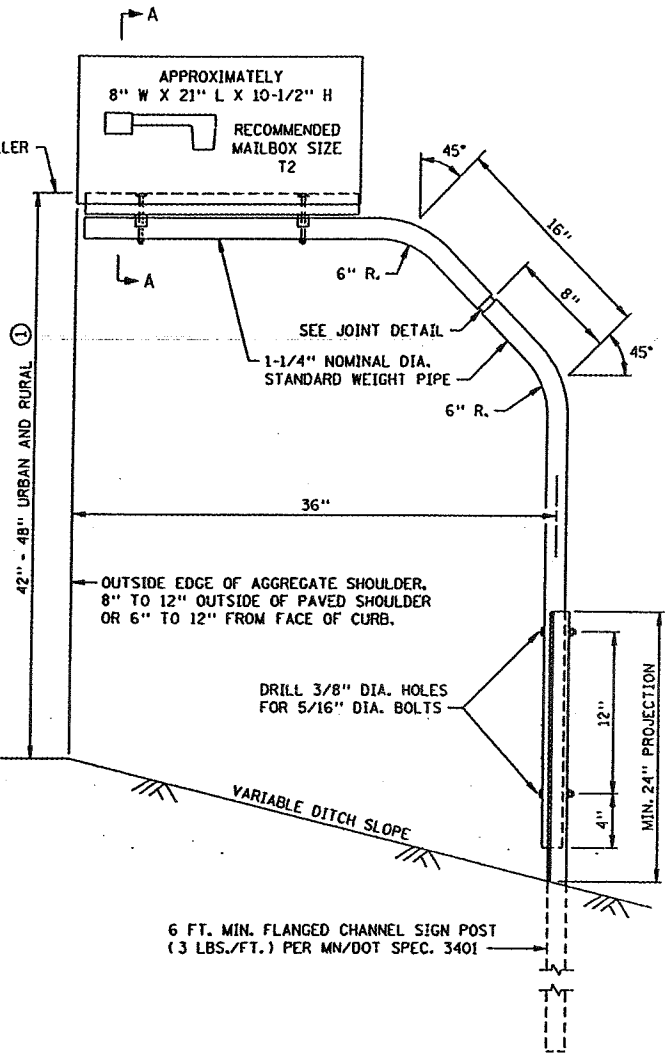
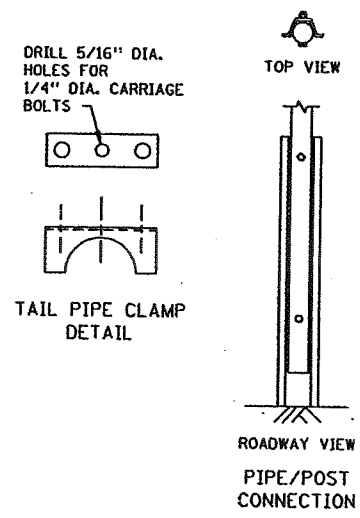
NO. 10 X 1" SHEET METAL SCREWS

1-1/2" THICK WOOD FILLER

1/4" DIA. X 4" CARRIAGE BOLTS AND NUTS

CLAMP AVAILABLE WHERE AUTOMOBILE TAIL PIPE FITTINGS ARE SOLD

SECTION A-A



NOTES:

NO MORE THAN THREE MAILBOXES SPACED 30" CENTER TO CENTER ARE TO BE USED IN ONE LOCATION.

PIPE SHALL CONFORM TO MN/DOT SPEC. 3362

ALL FASTENERS SHALL CONFORM TO MN/DOT SPEC. 3391

PIPES AND POST SHALL BE GALVANIZED PER MN/DOT SPEC. 3392

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 POSTMASTER SHALL APPROVE THE STAKED LOCATIONS PRIOR TO FINAL INSTALLATION.

OTHER MAILBOX SUPPORT DESIGNS MAY BE USED. THE CONTRACTOR SHALL SEND THE PROJECT ENGINEER SHOP DRAWINGS FOR APPROVAL. FOR QUESTIONS, REGARDING DESIGN ELEMENTS AND BREAKAWAY FEATURES, CONTACT THE DESIGN STANDARDS UNIT.

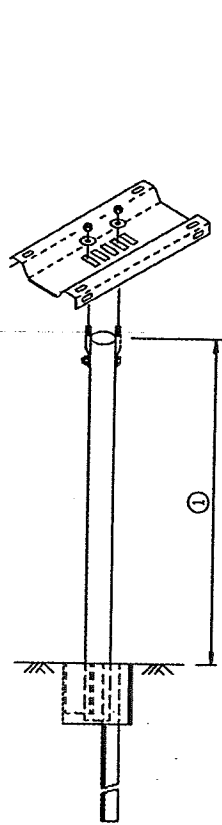
ALL MAILBOX SUPPORTS MUST BE CRASHWORTHY AND MEET MINNESOTA RULES, 8818, U.S. POST OFFICE AND FEDERAL HIGHWAY ADMINISTRATION (FHWA) STANDARDS AND RECOMMENDATIONS.

FOR MAILBOX SUPPORTS SUBMITTED FOR APPROVAL THE BASIC DESIGN DIMENSIONS SHALL BE AS SHOWN ON THIS DETAIL DRAWING

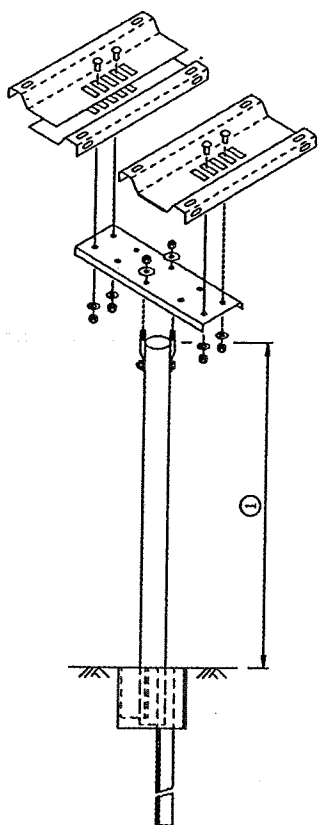
① ANY CHANGE IN HEIGHT MUST BE APPROVED BY LOCAL POSTMASTER AND THE ROAD AUTHORITY.

MAILBOX SUPPORT
BENT STEEL PIPE AND STEEL FENCE POST

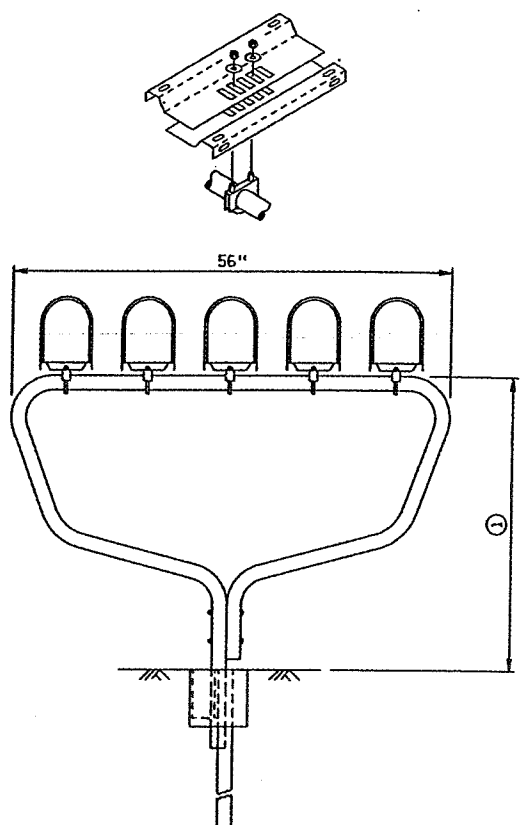
MAILTSR.F.PDF



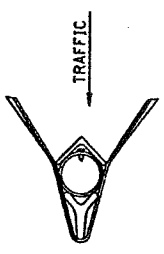
SINGLE MAILBOX SUPPORT



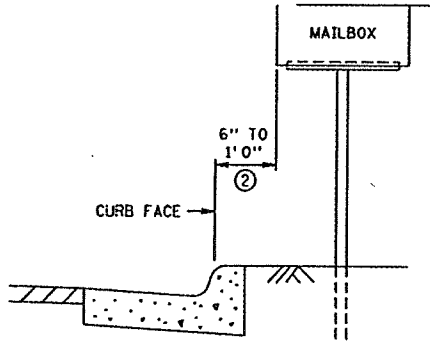
DOUBLE MAILBOX SUPPORT



MULTIPLE MAILBOX SUPPORT



POST ANCHORAGE DEVICE



LOCATION OF MAILBOX POST

- NOTES:
- THIS IS A PATENTED PRODUCT. SEE MN/DOT SPEC. 1703. FOR MORE INFORMATION, CONTACT FORESIGHT PRODUCTS INC. PHONE: 800-325-5360
 - USE THIS SUPPORT IF FOUR OR MORE MAILBOXES ARE LOCATED IN ONE AREA.
 - ① POSTAL SERVICE REGULATIONS WILL DETERMINE THE HEIGHT.
 - ② FOR RURAL LOCATIONS, THE FACE OF THE BOX SHALL BE 8" TO 12" FROM THE EDGE OF THE TURNOUT OR USABLE SHOULDER.

APPROVED PROPRIETARY MAILBOX SUPPORTS
MECHANICAL TUBING

MAILLTSRF.PDF

NOV. 01, 2002

