

VILLAGE OF COLUMBIAVILLE
MAILBOX POLICY

(Adopted February 07, 2023)

Mailboxes and newspaper delivery boxes (hereafter referred to as mailbox) placed the Village of Columbiaville's right-of-way shall conform to U.S. Postal Service regulations and the following standards set forth by the Village of Columbiaville Department of Public Works (hereafter referred as DPW). All mailboxes in the Village right-of-way shall meet these standards; there is no grandfather clause.

LOCATION:

- Mailboxes shall be located on the right-hand side of the roadway in the direction of the delivery route. The bottom shall be set at an elevation established by the U.S. Postal Service. The roadside face of the box shall be offset 8" from the edge of shoulder or face of the curb.
- Where a mailbox is located at an intersecting road, it shall be located a minimum of 100 feet beyond the center of the intersecting road.
- Where a mailbox is located at a driveway entrance, it shall be placed on the far side of the driveway in the direction of the delivery route.
- Where a mailbox is located in a guardrail section, it shall be placed behind the guardrail, when possible, with the face of the box even with the back of rail.
- All mailboxes serving residents on private roads shall be accessed from the private roads and shall not be placed along roads under jurisdiction of the Village of Columbiaville right-of-way.

STRUCTURE:

- Mailboxes shall be constructed of light sheet metal, plastic or similar weights materials conforming to the requirements of the U.S. Postal Service. Newspaper boxes shall be constructed of light sheet metal or plastic and shall be placed on the same side of the road as the mailbox. Newspaper boxes may also be mounted below the mailbox on the side of the mailbox support.
- No more than two mailboxes may by mounted on a support structure.
- A single 4X4 inch square, 4-inch diameter wooden post or a metal post with strength no greater tan a 2-inch diameter standard strength steel pipe shall be acceptable as a mailbox support. The mailbox support shall not be embedded more than 24 inches into the ground. A metal post shall not be fitted with an anchor plate, but may have an anti-twist device that extends no more than 10 inches below the ground surface.
- **Mailbox supports shall not be set in concrete.**

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

REMOVAL OF NON-CONFORMING OR UNSAFE MAILBOXES:

- A mailbox that conforms to the aforementioned criteria will be considered acceptable unless in the judgment of the DPW Superintendent, the installation interferes with the safety of the traveling public or the function, maintenance, or operation of the street system.
- If a mailbox is found to be in violation of the above criteria and standards, the owner will be notified with a request to follow this policy. If the owner does not comply further action will be taken.

MAILBOX DAMAGE CAUSED BY DPW OPERATIONS:

- Because one of the statutory responsibilities of the DPW is to maintain the Village streets and right-of-way's, we are not held liable or responsible for any damage caused to private installations located within those streets and/or right-of ways.
- Occasionally, the Village DPW employees, as a result of its daily activities such as grading or snow plowing, may accidentally strike, knock down or damage a mailbox. If the homeowner must purchase a new mailbox the Village will reimburse the homeowner up to \$30.00 for the replacement. The homeowner must supply the Village with a receipt to be reimbursed and proof the mailbox was damaged. The property owner shall contact the Village within 7 days of the incident. Reimbursement will not be provided after the 7 day deadline.
- The property owner filing the claim, must reinstall mailbox/post according to these policies standards.
- The Village of Columbiaville reserves the right not to offer a replacement reimbursement if we feel the claim is not justified.