

## **Orrock Township Mailbox Policy**

### **Purpose**

Orrock Township recognizes that mailboxes are a necessary part of living in the community and of making a resident's property convenient and usable. The township also recognizes that mailboxes can create difficulties for road and right-of-way maintenance, particularly for snow plowing activities.

Orrock Township believes that a uniform policy related to mailbox locations, mailbox support configurations, and related matters will be beneficial to the township as a whole and to its residents. Therefore, Orrock Township adopts this mailbox policy.

### **General Policy**

It is the policy of Orrock Township that the standard construction for supporting mailboxes is to be the swing-away mailbox support. Exhibit A, which is attached to and made a part of this policy, describes a support that meets the swing away mailbox support requirements. Exhibit B, which is attached to and made a part of this policy provides technical specifications for a swing-away mailbox support that meets the requirements of this policy.

For use at cul-de-sac entrances or where otherwise appropriate a modified version of the swing-away mailbox support that will accommodate multiple mailboxes may be used. Consult the town clerk for approved designs.

### **Policy for new platted developments**

Any new platted development submitted to Orrock Township for approval must be supported by a developer's agreement, which must be drafted so that, once filed, its conditions and requirements run with the land. The developer's agreement must require that all mailboxes installed in the development use a swing-away mailbox support consistent with this policy.

### **Policy for new construction; new driveways**

Swing-away mailbox supports consistent with this policy are required on any Orrock Township town road for any new home construction that will have mail delivery service and for any new driveway permit for a home that has or will have mail delivery service.

### **Policy for road reclamation projects**

At a certain point in a paved road's life, it must be reclaimed and new pavement installed. Reclamation involves removal and grinding of the existing pavement, installation of new pavement, and installation of new shoulders. Reclamation projects typically include the temporary removal of existing mailboxes in the area being reclaimed.

It is the policy of Orrock Township that when a road reclamation project is undertaken reinstallation of the mailboxes will be by means of swing-away mailbox supports. In

such a project the entire cost of removal and replacement of the mailboxes and supports will be covered by the township as part of the cost of the project.

**Policy for mailboxes in cul-de-sacs**

Due to difficulties with snow removal and right-of-way maintenance posed by mailboxes in cul-de-sacs, mailboxes should not be installed within the cul-de-sac, but should be placed on the main road before it enters the cul-de-sac.

If all residents of a cul-de-sac agree to removal of their mailboxes from the cul-de-sac and reinstallation of those mailboxes at the entrance to the cul-de-sac using swing-away mailbox supports, the township will provide the supports and will complete the removal and reinstallation at its own expense. The town board will develop a form for obtaining such approval.

**Orrock Township’s liability for mailbox damage**

Neither Orrock Township nor its contractors, officers, or agents are liable for damage to a mailbox not installed with a swing-away mailbox support meeting the requirements of this policy.

If a mailbox that is installed with a swing-away mailbox support consistent with this policy is damaged during township maintenance activities, it will be repaired or replaced as needed at the township’s expense. Contact the town clerk in the event of any such damage.

Residents should remove snow from around their mailboxes after each snowfall. Snow buildup under mailboxes is often one of the factors that leads to mailbox damage. Residents help improve the town’s ability to keep its road plowed by clearing around mailboxes. This practice also ensures that your postal carrier will be able to safely deliver your mail.

**Purchase and installation of swing-away mailbox support**

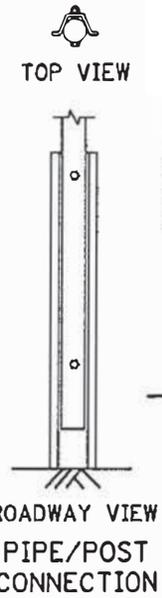
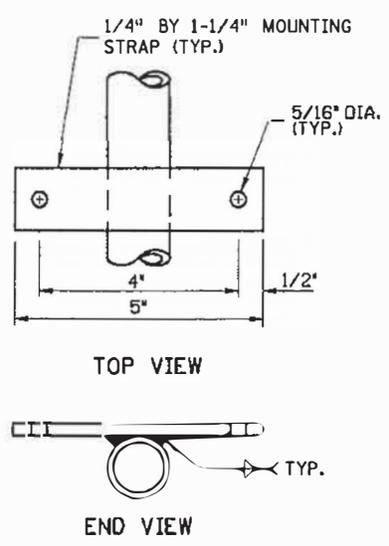
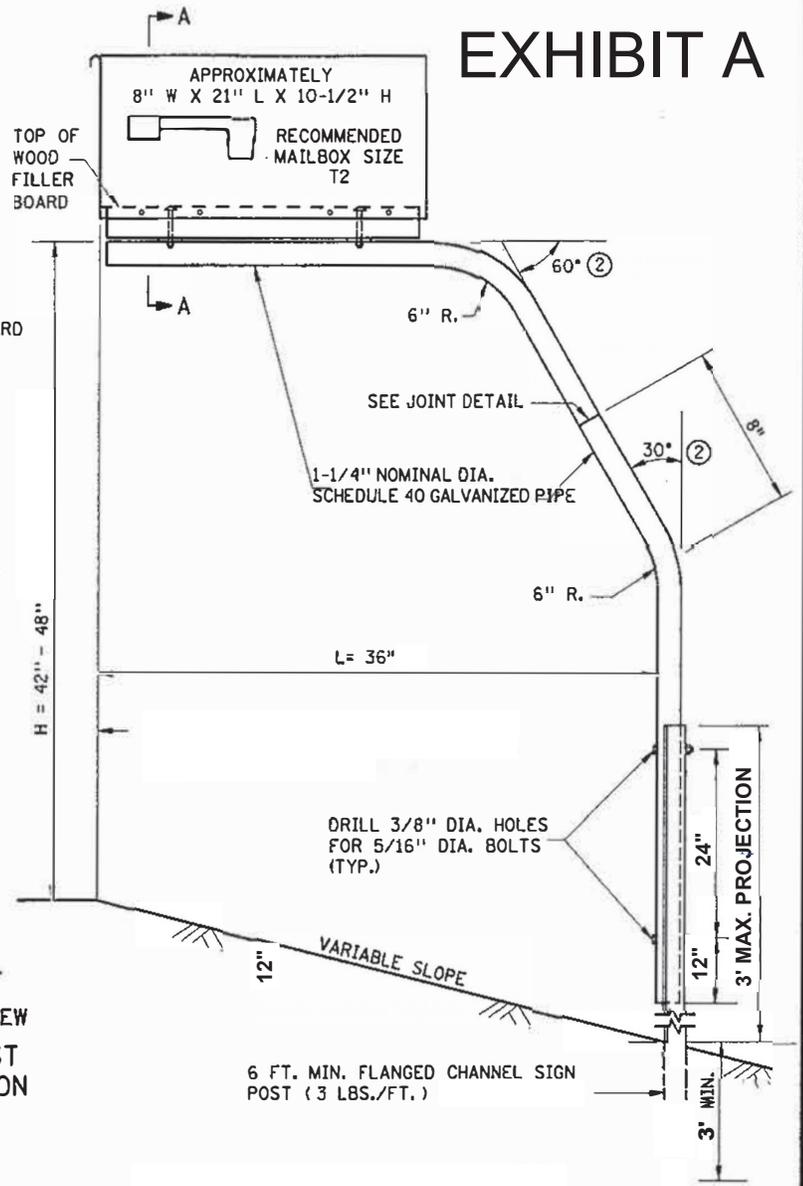
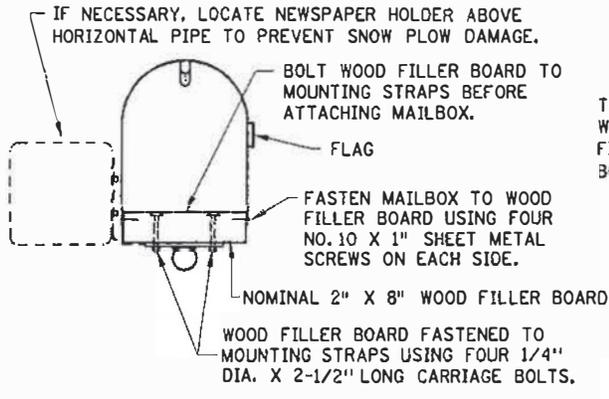
The township will maintain a supply of swing-away mailbox supports for purchase by residents for use on town roads. The cost for each support is \$102.00, which may be modified by the town board from time to time to adjust for price changes by the supplier.

Approved and adopted, by the Orrock Town Board, this 27th day of April, 2022.

\_\_\_\_\_  
Bryan Adams, Chair

Attest: \_\_\_\_\_  
Christine Weber, Clerk

# EXHIBIT A



MOUNTING STRAP DETAIL

# SWING STYLE MAILBOX SUPPORT & INSTALLATION

## Mailbox Support Diagram

This diagram shows proper mailbox support setup.

### List of Materials for One Mailbox Setup

- 1 - one-half inch thick wood filler cut to fit snug under the mailbox
- 1 - 5 foot sign post (3 lbs./foot)
- 1 - bottom half of mailbox support
- 1 - top half of mailbox support

### Notes:

- All pipes and pipe fittings shall conform to spec. 3362
- All fasteners shall conform to spec. 3391
- All materials shall be galvanized per 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. The engineer will be allowed 48 hours to review and modify the staked locations prior to final installation.
- The mailbox support package is available for purchase from Orrock Township

Install existing or new mailboxes on new supports:

- The mailbox to be 6 to 12 inches outside the edge of the shoulder or 6 to 12 inches from the face of the curb.
- No more than three mailboxes spaced 30 inches center to center are to be used in one location.