

**POLICY FOR THE ACCOMMODATION OF
MAILBOXES, SNOW SHIELDS AND NEWSPAPER DELIVERY
BOXES
IN BAY COUNTY RIGHTS-OF-WAY**

Mailboxes, newspaper delivery boxes and snow shields are permitted to be installed within the county road right-of-way for the sole purpose of mail delivery by the U.S. Postal Service, newspaper service or the protection of said boxes. The county road right-of-way is under the jurisdiction of the Bay County Road Commission (BCRC), and we are tasked with reviewing these installations so they do not create a hazard for the motoring public. No mailbox, mailbox snow shield or newspaper delivery box will be allowed to exist within the County rights-of-way if it interferes with the safety of the traveling public or the function, maintenance, or operation of the road system. Installation of these items that do not conform to the provisions of this policy shall be considered an unauthorized encroachment.

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 BCRC.

The placement of mailboxes, newspaper delivery boxes and snow shields in the road right-of-way is allowed by the BCRC. Although the BCRC does not require a permit for their installation, it does mean they are there because the BCRC allows them to be there.

LOCATION OF MAILBOXES

No mailbox will be permitted where access is obtained from the lanes of 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 direction of the delivery route except on one-way streets where they may be placed on the left-hand side. The bottom of the box shall be set at an elevation established by the U.S. Postal Service, usually between 3'6" and 4'0" above the roadway surface. The roadside face of the box shall be offset from the edge of the shoulder or behind the face of the curb 8" to 12".

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 at an intersecting road, it shall be located a minimum of 100 feet beyond the center of the intersecting road in the direction of the delivery route. If the mailbox is placed on a roadway not under the direct jurisdiction of the BCRC, the property owner is directed to contact the jurisdictional agency to determine their requirements for mailbox installation.

MAILBOX AND NEWSPAPER DELIVERY BOX MATERIALS

Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the U.S. Postal Service. Newspaper delivery boxes shall be of light sheet metal or plastic construction of the minimum dimensions suitable for holding a newspaper, and must be placed on the same side of the road as the mailbox.

No more than two mailboxes may be mounted on a single support structure. However, lightweight newspaper boxes may be mounted below the mailbox on the side of the mailbox support.

A single 4-inch x 4-inch square or 4 1/2-inch diameter, round wood post or a metal post with a strength no greater than a 2-inch diameter standard strength, hollow, steel pipe, will be acceptable as a mailbox support. The post shall not be embedded any more than 24 inches into the 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 10 inches below the ground surface.

Mailbox supports (wood or metal supports) shall not be set in concrete. The area around the post or "post hole" can be filled with either compacted earth, gravel or "pea" stone.

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.

MAILBOX "SNOW SHIELD"

For protection of mailboxes from snow removal operations of BCRC snow plowing crews, a mailbox "snow shields" may be installed within the road right-of-way. This structure is intended to take the blunt force of the snow as it is removed from the roadway, specifically as it exits the end of the snow plow blade. The force of the snow directly striking the mailbox can potentially cause damage to the mailbox or post. The snow shields intent is to shield or re-direct the force of the snow, thus preventing damage to the mailbox and/or post.

Snow shields, like mailboxes, are an acceptable structure/encroachment in the road right-of-way, if constructed and installed per BCRC specifications. Snow shields shall be constructed as shown in Figure 1 attached to this policy. They shall be constructed of 4" x 4" vertical wood posts with five-quarter "5/4" deck boards or similar wood cross pieces. The outer dimensions of the shield shall be 16" wide, with an approximate height of 48". The shield dimensions may vary slightly depending on the shape and size of the mailbox. However, they shall not vary by more than 3" in either the vertical or horizontal directions. Therefore, the snow shield's maximum dimensions shall not be greater than 19" by 51". The snow shield shall **NOT** consist of cross pieces thicker than five-quarter ("5/4") deck boards mentioned above nor made of any type of metal.

Mailbox "Snow Shield" vertical supports (wood posts) shall not be set in concrete OR be made of any type of metal. The area around the post or "post hole" can be filled with either compacted earth, gravel or "pea" stone.

REMOVAL OF NONCONFORMING INSTALLATIONS

Again, the placement of mailboxes, newspaper delivery boxes and mailbox snow shields within the road right-of-way under the jurisdiction of the BCRC is allowed. This means they are there because the BCRC allows them it to be there.

During the winter months, snow is removed from the roadway by the use of snow plowing equipment. Due to the force, the snow exiting the plow blade may be of sufficient force and at the correct angle that it causes damage to the mailbox and/or snow shield, *without* the equipment physically hitting either one. Since the mailbox, newspaper delivery box and snow shield are in the road right-of-way and were not directly hit by BCRC equipment, it is the policy of the BCRC not to pay for damage to either structure, caused by snow removal operations.

If our equipment (i.e. snow plow blade) hits a mailbox during snow removal, and the mailbox was in its proper location, the BCRC, on an individual basis and after a field review by BCRC staff, may consider payment or replacement of the damaged mailbox and post only, according to the guidelines set forth in this document or other BCRC resolutions or policies dealing with mailbox replacement (See the BCRC's Mailbox Replacement Policy).

As for replacement of a snow shield or newspaper delivery box, through damage caused by snow impact or physical contact by their equipment, the BCRC shall not be responsible for or consider payment for replacement of these items.

A mailbox, newspaper delivery box or snow shield installation that conforms to the aforementioned criteria will be considered acceptable unless, in the judgment of the engineer of the BCRC, the installation interferes with the safety of the traveling public and/or the function, maintenance, or operation of the roadway system. Any mailbox or snow shield that is found to violate the intent of this policy shall be removed by the postal patron upon notification by the BCRC. The patron shall remove an unacceptable mailbox or snow shield within 14 days of notification. After the specified removal period has expired, the unacceptable mailbox, newspaper delivery box or snow shield will be removed by the BCRC at the postal patron's expense.