

No mailbox or newspaper delivery box will be allowed to exist on the highway right-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 that does not conform to the provisions of this regulation is an unauthorized encroachment under State Statutes 86.04.

The location and construction of mailboxes shall conform to the rules and regulations of the US Postal Service as well as to standards established by the Town of Lyndon Department of Public Works. Standards for the location and construction of mailboxes are available from:

TOWN OF LYNDON  
CLERK-TREASURER OFFICE  
W6081 County Road N  
Plymouth, WI 53073  
Phone 920-528-7255

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

#### LOCATION

Mailboxes shall be located on the right-hand side of the roadway in the direction of the delivery route. The bottom of the box shall be set at an elevation established by the US Postal Service, usually between 43" and 48" above the roadway surface. The roadside face of the box shall be offset from the edge of the shoulder 6 inches. Under no circumstances should the mailbox face or front of the box extend past the outside edge of the shoulder.

Exceptions to the lateral placement criteria above will exist on residential streets and certain designated rural roads where the DPW deems it in the public interest to permit lesser clearances or to require greater clearances. On curbed streets, the roadside face of the mailbox shall be set back from the face of the curb a distance between 6 and 12 inches. On residential streets without curbs or all weather shoulders and that carry low traffic volumes operation at slow speeds, the roadside face of a mailbox shall be offset between 8 and 12 inches behind the edge of pavement.

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. This distance shall be increased to 200 feet when the average daily traffic on the intersecting road exceeds 400 vehicles per day.

#### STRUCTURE

Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the US Postal Service. Newspaper delivery boxes shall be of light sheet metal or plastic construction of minimum dimensions suitable for holding a newspaper. Heavy, large, or ornamental mailboxes are **not recommended**. These mailboxes are a hazard to the traveling public. They can be distracting and light mailboxes are designed specifically to minimize damage if a collision occurs.

No more than two mailboxes may be mounted on a support structure unless the support structure and mailbox arrangement have been shown to be safe by crash testing. However, lightweight newspaper boxes may be mounted below the mailbox on the side of the mailbox support.

A single 4 inch x 4 inch (nominal) or 4 inch diameter wooden post or metal post with a strength no greater than a 1 1/2 inch diameter standard strength steel pipe and embedded no more than 24 inches into the ground will be acceptable as a mailbox support. A metal post shall not be fitted with an anchor plate, but it may have an antitwist device that extends no more than 10 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 minimum spacing between the centers of support posts shall be three-fourths the height of the posts above the ground line.

Mailbox support designs not described in this policy will be acceptable if approved by the Town of Lyndon DPW Superintendent.

#### SHOULDER REPAIRS

It will be the responsibility of the postal patron to inform the DPW of any new or existing mailbox installation where shoulder construction is inadequate to permit all weather vehicular access to the mailbox.

#### REMOVAL OF NONCONFORMING OR UNSAFE MAILBOXES

Any mailbox that is found to violate the intent of this policy shall be removed by the postal patron upon notification by the Town of Lyndon Department of Public Works. At the discretion of the DPW, based on an assessment of hazard to the public, the patron will be granted not less than 24 hours or more than 30 days to remove an unacceptable mailbox. After the specified removal period has expired, the unacceptable mailbox will be removed by the Town of Lyndon DPW at the patron's expense, as per State Statute 86.04.

#### MAILBOXES DAMAGED BY HIGHWAY MAINTENANCE

In the Town of Lyndon, snow removal operations and summer maintenance operations frequently conflict with mailboxes. The Town of Lyndon DPW's employees shall make every reasonable effort to avoid damage to mailboxes. Adherence to the recommendations of this policy should minimize conflicts and safety problems however, in the event damage occurs to a mailbox on the highway right-of-way, the following procedures shall be followed by the Town of Lyndon DPW personnel.

1. A representative of the Department shall record the complaint and visit the mailbox site.
2. If it can be reasonably ascertained that the damage was not caused by Town of Lyndon DPW maintenance operations or if the damage was not by direct contact with Department maintenance equipment (flying snow or ice from plowing operations does not constitute direct contact), it shall be the responsibility of the postal patron to repair or replace their damaged mailbox. The postal patron shall be provided a copy of the Department's policy and guidelines for proper mailbox installation. No further action is required. Go to step 3, if the damage is due to direct contact with Town of Lyndon DPW equipment.
3. If it can be reasonably ascertained that the mailbox was damaged due to direct contact with Department maintenance equipment, the following assessment shall be made:
  - a. If the mailbox installation is as recommended by the Department and meets all requirements, the Department shall replace the mailbox with a standard mailbox approved by the US Postal Service. The Department will not pay for the replacement of decorative or non-standard boxes. The mailbox support shall not be repaired at Department expense.
  - b. If the mailbox is a swing away style installation that fails to meet standards with respect to location or height, the Department shall replace the mailbox with a standard mailbox approved by the US Postal Service. The Department will not pay for the replacement of decorative or non-standard boxes. The mailbox support shall not be repaired at Department expense. The postal patron shall be provided a copy of the Department's policy and guidelines until such time as the installation meets all standards and requirement.

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- c. If the mailbox is a non-recommended installation meeting all standards for location, height, and structure, the Department shall replace the mailbox with a standard mailbox approved by the US Postal Service. The Department will not pay for the replacement of decorative or non-standard boxes. The mailbox support shall not be repaired at Department expense. The postal patron shall be provided a copy of the Department's policy and guidelines for proper mailbox installation. No further replacement or repairs will be made by the Department until such time as a properly placed swing away design support is in place.
- d. If the mailbox is a non-recommended installation and is improperly located and / or is a safety hazard, the Department shall not replace or repair the mailbox or its support. The postal patron shall be provided a copy of the Department's policy and guidelines for proper mailbox installation.

**APPLICABILITY**

This policy shall apply to all highways maintained by the Town of Lyndon DPW.

# TOWN OF LYNDON DEPARTMEN OF PUBLIC WORKS

## POLICY FOR THE ACCOMMODATION OF MAILBOXES AND NEWSPAPER DELIVERY BOXES ON HIGHWAY RIGHT-OF-WAYS

