

**HAMILTON COUNTY SECONDARY ROAD DEPARTMENT
RURAL ROADSIDE MAILBOX POLICY
EFFECTIVE APRIL 1, 1995**

GENERAL CONDITIONS

No mailbox or newspaper delivery box (hereafter referred to as mailbox) will be allowed to exist on Hamilton County's 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 that does not conform to the provisions of this policy will be considered an unauthorized encroachment under Chapter 319 of the Code of Iowa, 1995.

The location and construction of mailboxes shall conform to the rules and regulations of the U.S. Postal Service as well as to policies established by Hamilton County. Copies of the Hamilton County policy concerning the construction of mailboxes are available from:

Hamilton County Engineer
2300 Superior Street
Webster City, Iowa 50595

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

LOCATION

1. No mailbox will be permitted where access is prohibited by law or regulation.
2. Mailboxes shall be located on the right-hand side of the roadway in the direction of the delivery route.
3. The bottom of the box shall be set at an elevation established by the U.S. Postal Service.
4. On non-paved roads the roadside face of the mailbox shall not protrude beyond the shoulder line of the road. For paved roads, the roadside face of the mailbox shall not protrude

past the shoulder line or be closer to the edge of the pavement than 4 feet, whichever is greater.

5. 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.
6. 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.
7. When a patron lives at a point on the mail route where the postman turns around, the patron shall locate their mailbox along side their driveway where the postman turns his vehicle around. The mailbox, in this case will be totally removed from the county right-of-way.

STRUCTURE

1. 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 minimum dimensions suitable for holding a newspaper.
2. No more than two mailboxes shall 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.
3. Mailbox supports shall not be set in concrete unless the support design has been shown to be safe by crash tests when so installed.
4. A single 4 inch x 4 inch or 4-1/2 inch diameter wooden post or a metal post with the strength no greater than a 2 inch diameter standard strength steel pipe and embedded no more than 24 inches into the ground will be the maximum acceptable mailbox support. 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. No part of the support post shall extend past the top of the mailbox.

5. 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.
6. Where multiple mailbox assemblies are located, the minimum spacing between centers of support posts shall be 4 feet.
7. Mailbox support designs not described in this policy will be acceptable if approved in writing by the Hamilton County Engineer.

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 Hamilton County. At the discretion of the County Engineer, based on an assessment of hazard to the public, the patron will be granted not less than 24 hours nor more than 30 days to remove the unacceptable mailbox. After the specified removal period has expired, the unacceptable mailbox will be removed by Hamilton County at the postal patron's expense.

MISCELLANEOUS

1. It will be the responsibility of the postal patron to inform Hamilton County of any new or existing mailbox installation where shoulder construction is inadequate to permit all-weather vehicular access to the mailbox.
2. Hamilton County will not be responsible for damages to mailbox assemblies caused by snow/ice coming off County snowplows when no part of the equipment has made contact with the mailbox or post.
3. If it is determined by Hamilton County Engineer that a piece of Secondary Road equipment, by direct physical contact, has damaged a mailbox assembly that is in conformance with this policy, the County will repair or replace the damaged portions of the mailbox assembly at department expense.
4. Postal patrons installing decorative mailboxes that meet U.S. Postal Service standards do so at their own risk. If the County determines that it has damaged such a mailbox that is otherwise in conformance with this policy by direct physical contact, the replacement mailbox will be a standard non-decorative box of comparable size.