

# WOODFORD COUNTY HIGHWAY DEPARTMENT MAILBOX POLICY

7/1/2010

Revised: 07/17/2018

## Mailboxes and Newspaper Delivery Boxes along County Highways

Most rural mailboxes are located immediately adjacent to the road to allow for efficient delivery of mail. Placement adjacent to a road, however, can be a hazard to the motoring public. Accordingly, the Woodford County Highway Department (hereinafter referred to as “the Highway Department”) has adopted standards for the placement of mailboxes and newspaper delivery boxes along county highways. These standards conform to the rules and regulations of the U.S. Postal Service and are based on ROADSIDE DESIGN GUIDE 4<sup>th</sup> Edition (2011), Chapter 11, “Erecting Mailboxes on Streets and Highways”, published by the American Association of State Highway & Transportation Officials.

No mailbox or newspaper delivery box (hereafter referred to as mailbox) will be allowed to exist within the County’s rights-of-way if it interferes with the traveling public or the function, maintenance, or operation of the county highway system. A mailbox installation that does not conform to the provisions of this regulation is prohibited.

### LOCATION

The roadside face of the box shall be offset the following distances:

- Paved road – width of the shoulder plus one foot.
- Gravel road – one foot from the edge of the traveled portion of the roadway.
- Curbed street – one foot from the face of the curb

Where a mailbox is located at an intersecting road it shall be placed a minimum of 100 feet beyond the center of the intersecting road in the direction of the delivery route. This distance should be increased to 200 feet when the average daily traffic on the intersecting road exceeds 400 vehicles per day.

Where a mailbox is installed in the vicinity of an existing guardrail, whenever practical, it shall be placed behind the guardrail.

### STRUCTURE

Mailboxes shall be constructed from steel in accordance with Section 5.8 of the Woodford County Highway Access Regulation Ordinance. Mailboxes shall not exceed 11 lbs.

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, approved by the U.S. Department of Transportation. Newspaper boxes may be mounted below the mailbox on the side of the mailbox support.

Multiple mailbox installations must meet the same criteria as do single mailbox installations. This requirement precludes the use of a heavy horizontal support member. It is recommended that mailbox supports be separated a distance at least equal to three-fourths of their heights and preferable their full heights above ground. It is also preferred that multiple mailbox installations be located outside the highway clear zone, if feasible, such as on a service road or minor intersecting road.

A single 4 inch by 4 inch square or 4 inch diameter wooden post, or equivalent supports meeting crash testing requirements set forth by the U.S. Department of Transportation may be used for mailbox supports. Posts shall be embedded a minimum of 30 inches but not more than 42 inches into the ground. Posts 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. Larger wooden posts may be used provided the posts have drilled holes and the support design has been shown to be safe by crash testing, approved by the U. S. Department of Transportation.

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.

Exceptions to the above listed supports shall not be used unless previously approved in writing by the County Engineer.


### **REMOVAL OF NON-CONFORMING OR UNSAFE MAILBOXES**

Any mailbox that is in violation of these regulations shall be immediately removed by the owner upon notification by the Highway Department. If the owner has not removed the mailbox, the owner will be issued an Encroachment Removal Order by the Highway Department, and be subject to fines and fees as described in the Woodford County Highway Access Regulation Ordinance.

### **DAMAGED MAILBOXES**

Should damages occur to mailboxes as a result of day labor operations by the Highway Department, property owners shall be responsible for repairing or replacing their own mailboxes. The Highway Department shall, upon approval by the County Engineer, reimburse residents up to **a maximum amount of \$75** for eligible items to repair or replace mailboxes damaged by the Highway Department under the following conditions:

1. Mailbox damage must be reported within three (3) days of damage occurrence.
2. **No mailbox assembly can be eligible for reimbursement more than one time in a calendar year.**
3. Eligible items include the purchase of mailboxes, posts, numbers, and mounting hardware.
4. No labor or equipment expenses incurred for repairing damaged mailboxes will be considered eligible for reimbursement.
5. Reimbursement shall not be made for mailbox materials that are not properly installed.
6. Owner must submit a claim to the Woodford County Highway Department 301 S. Main St., Roanoke, IL 61561 providing proof of damaged mailbox and receipts for eligible items to receive reimbursement.

Approved:   
Conrad Moore, P.E. - Woodford County Engineer

Date: 01-14-2019

# WOODFORD COUNTY HIGHWAY DEPARTMENT MAILBOX DAMAGE CLAIM FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address / Location of Damaged Mailbox: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description and Cause of Damage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of Reimbursement Requested (up to a maximum of \$75.00): \$ \_\_\_\_\_ (receipts must be attached)

Signed: \_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_  
Conrad Moore, P.E. - Woodford County Engineer

\_\_\_\_\_  
Date

***Mailbox damage must be reported within three (3) days to be eligible for reimbursement.***