

SCOTT COUNTY MAILBOX INSTALLATION POLICY

A. Purpose

Minnesota Statute § 169.072, subd. 3 and Minnesota Rules, Chap. 8818 permit a road authority to remove and replace unauthorized mailbox installations or supports located on highways under its jurisdiction that do not conform to U.S. Postal Service and State requirements. There are many mailbox installations or supports along Scott County roads and state aid highways that do not conform to the requirements. It is the purpose of this policy to adopt the state and federal requirements for mailbox installations and/or supports. Enforcement of these requirements in the installation of new mailboxes and the replacement of nonconforming mailboxes will assist the efficient and safe maintenance of county roadways and protect and provide for public safety.

B. Definitions

1. “Mailbox installation” or “installation” means the entire mailbox structure, including the support, mailbox, hardware, and attachments.
2. “Mailbox support” or “support” means the part of the mailbox installation that holds up the mailbox, excluding hardware and auxiliary attachments.

C. Construction Requirements for Mailbox Installations or Supports.

All installations and replacements of mailboxes, including supports, shall be constructed and situated in conformance with Minnesota state requirements as set forth at Minn. Stat. § 169.072 and Minn. Rules Chap. 8818, as amended. Said requirements are not subject to frequent change and copies are available from the Scott County Highway Department.

D. Replacement of Mailbox Supports – Part of General County Highway Improvement Program

1. All mailbox supports not conforming to the state and U.S. Postal Service requirements shall be replaced by Scott County at the time a Scott county road or State Aid Highway along which they are located is reconstructed or resurfaced unless otherwise stipulated within this policy. The cost of replacing the supports shall be borne by Scott County.
2. The existing mailbox will be installed on the new support if it is of a type consistent with state and U.S. Postal Service requirements. If the mailbox is nonconforming, the owner or resident shall replace it with a mailbox meeting the state and U.S. Postal Service requirements. At the time of the County’s installation of a new support, the owner or resident may substitute, at their expense, a new mailbox meeting state and U.S. Postal Service requirements

E. Replacement of Nonconforming Mailbox Installations and Supports

All mailboxes or supports identified as nonconforming by the County, as defined by Minnesota Rules 8818, shall be replaced. The owner or resident shall be given notice, personally or by certified mail to the address served by the mailbox, of the County’s intent to remove and replace the non-conforming installation or support. The County may remove and replace a nonconforming installation or support not less than sixty (60) days after giving said notice. The County may charge the owner or resident up to \$200.00 for the cost of the removal and replacement with a mailbox on a support that meets the state requirements.

F. Replacement of Mailbox Installations or Supports Damaged by Scott County

The Scott County Highway Department shall replace a mailbox installation or support damaged during snowplowing operations or other maintenance activities with a standard size mailbox on a support that meets state requirements provided:

1. The mailbox was properly installed according to U.S. Postal Service and state requirements, and
2. The mailbox installation or support is physically struck by County equipment or by snow propelled by or coming off of county equipment.

G. Mailbox Installation and Support Requirements in New Subdivisions

All mailbox installations set up within a new subdivision shall be constructed in accordance with U.S. Postal Service and state requirements if installed along county roads or county state aid highways. Where possible, mailbox installations shall be located on subdivision streets and not on county roads or county state aid highways.

H. Maintenance of Replaced Mailbox Installations or Supports

Replacement of mailbox installations or supports by Scott County does not result in any change of ownership. All future maintenance and replacements of the mailbox installation shall be the responsibility of the owner or resident.

I. Interruption of Mail Delivery

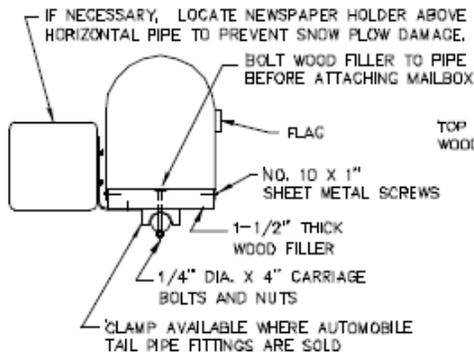
The County's removal and replacement of a mailbox installation or a support shall be done in such a manner as not to cause interruption of mail delivery, if possible.

J. Aggregation of Mailboxes

The County shall replace nonconforming multi-mailbox installations or supports with conforming installations, so as to perpetuate aggregation of mailboxes to the greatest extent possible.

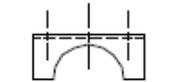
K. Newspaper/Circular/Advertising (Non-Mail) Delivery Boxes

All boxes or receptacles for the delivery of newspapers, circulars, advertisements and other non-mail items shall be attached to the mailbox support, if one exists. If there is no mailbox support, any such support for the receipt of non-mail items shall meet the requirements of the state regarding mailbox installations. The County shall replace any non-mail delivery boxes it damages under the same terms and conditions as section E above.



SECTION A-A

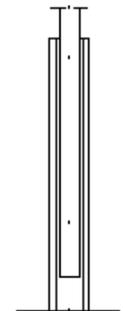
DRILL 5/16" DIA. HOLES FOR 1/4" DIA. CARRIAGE BOLTS



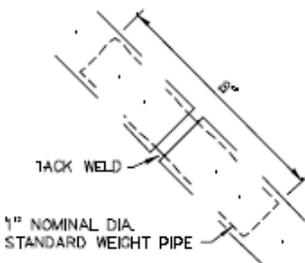
TAIL PIPE CLAMP DETAIL



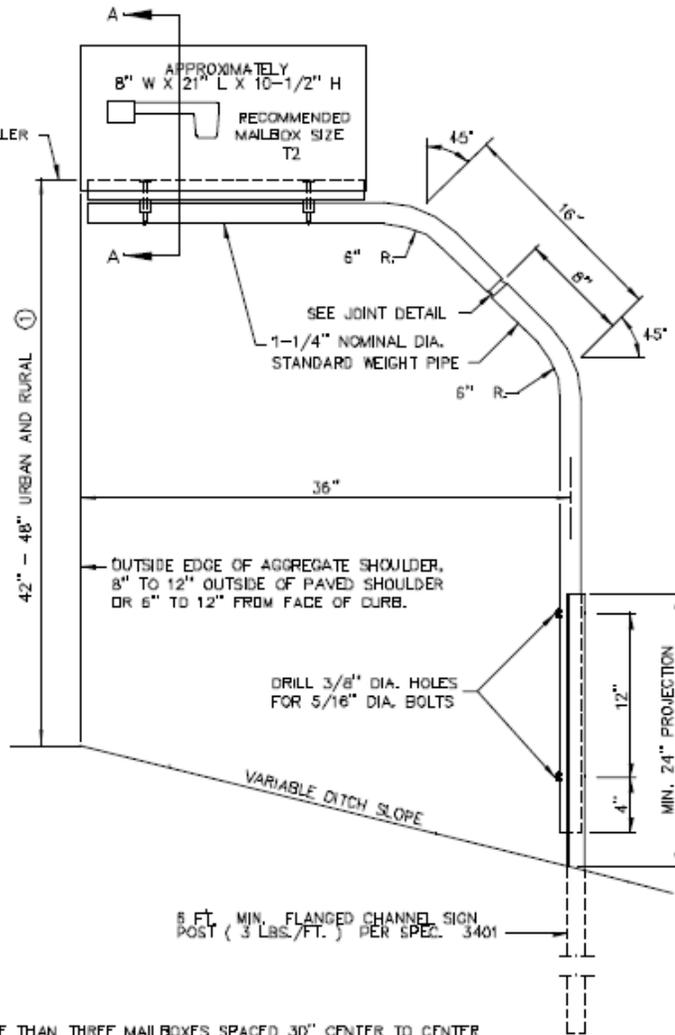
TOP VIEW



ROADWAY NEW PIPE/POST CONNECTION



JOINT DETAIL



NOTES:

NO MORE THAN THREE MAILBOXES SPACED 30" CENTER TO CENTER ARE TO BE USED IN ONE LOCATION.

PIPE SHALL CONFORM TO SPEC. 3362

ALL FASTENERS SHALL CONFORM TO SPEC. 3391

PIPES AND POST 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 AND THE POST OFFICE. THE ENGINEER AND THE POSTMASTER SHALL APPROVE THE STAKED LOCATIONS PRIOR TO FINAL INSTALLATION.

OTHER MAILBOX SUPPORT DESIGNS MAY BE USED. THE CONTRACTOR SHALL SEND THE PROJECT ENGINEER SHOP DRAWINGS FOR APPROVAL. FOR QUESTIONS, REGARDING DESIGN ELEMENTS AND BREAKAWAY FEATURES, CONTACT THE DESIGN STANDARDS UNIT.

ALL MAILBOX SUPPORTS MUST BE CRASHWORTHY AND MEET MINNESOTA RULES, 8818, U.S. POST OFFICE AND FEDERAL HIGHWAY ADMINISTRATION (FHWA) STANDARDS AND RECOMMENDATIONS.

FOR MAILBOX SUPPORTS SUBMITTED FOR APPROVAL THE BASIC DESIGN DIMENSIONS SHALL BE AS SHOWN ON THIS DETAIL DRAWING

① ANY CHANGE IN HEIGHT MUST BE APPROVED BY LOCAL POSTMASTER.

MAILBOX SUPPORT
BENT STEEL PIPE AND STEEL FENCE POST

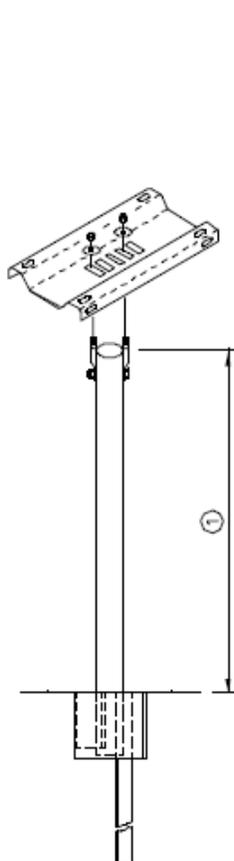
MEETS NCHRP 350
CRASH TESTING FOR SPEEDS
40 MPH OR GREATER

CERTIFIED BY _____ LICENSE NO. _____ DATE _____
LICENSED PROFESSIONAL ENGINEER

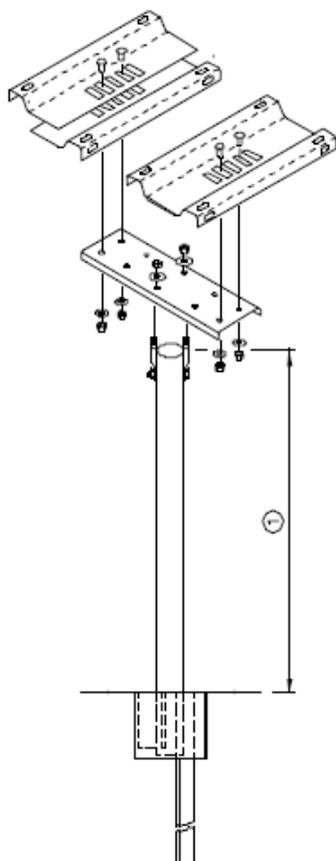
REFERENCE DATE
11-26-02

MAILBOX SUPPORT DETAILS

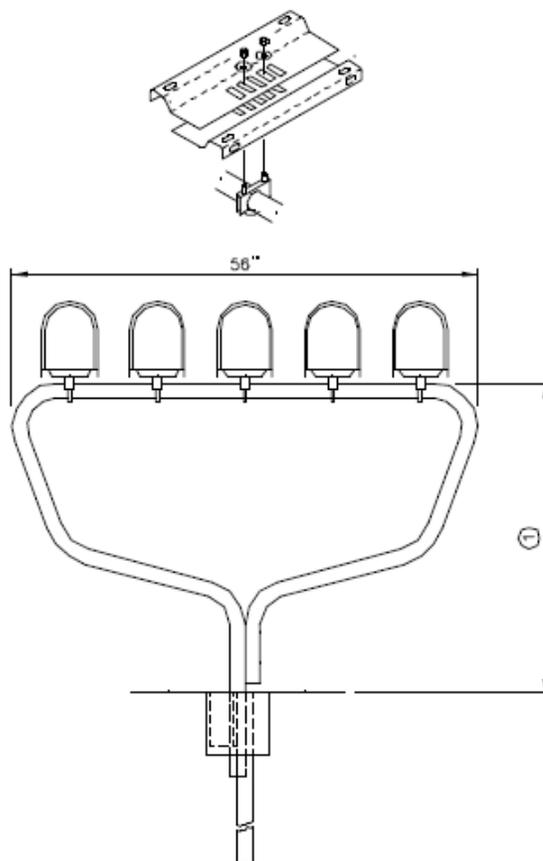
SHEET NO. 2 OF 2 SHEETS



SINGLE MAILBOX SUPPORT



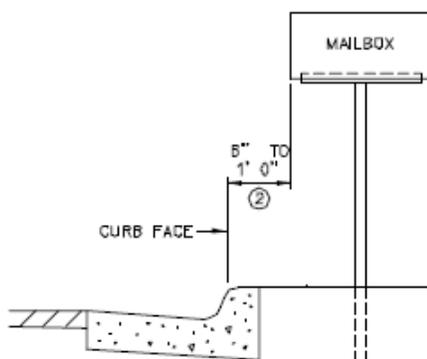
DOUBLE MAILBOX SUPPORT



MULTIPLE MAILBOX SUPPORT



POST ANCHORAGE DEVICE



LOCATION OF MAILBOX POST

NOTES:

THIS IS A PATENTED PRODUCT.
SEE SPEC. 1703.
FOR MORE INFORMATION, CONTACT
FORESIGHT PRODUCTS INC.
PHONE: 800-325-5360
USE THIS SUPPORT IF FOUR OR
MORE MAILBOXES ARE LOCATED
IN ONE AREA.

- ① POSTAL SERVICE REGULATIONS WILL DETERMINE THE HEIGHT.
- ② FOR RURAL LOCATIONS, THE FACE OF THE BOX SHALL BE 8" TO 12" FROM THE EDGE OF THE TURNOUT OR USABLE SHOULDER.

APPROVED PROPRIETARY MAILBOX SUPPORTS
MECHANICAL TUBING

CERTIFIED BY _____ LICENSE NO. _____ DATE _____
LICENSED PROFESSIONAL ENGINEER

REFERENCE DATE
11-26-02

MAILBOX SUPPORT DETAILS

SHEET NO. 1 OF 2 SHEETS