

## **Town of Dunn Mailbox Policy**

The location and construction of mailboxes shall conform to the rules and regulations of the U.S. Postal Service and the following standards established by the Town of Dunn. These standards are based on *A Guide for Erecting Mailboxes on Highways*, published by the AASHTO (American Association of State Highway and Transportation Officials, 1994 and *Wisconsin Transportation Bulletin • No. 14 – Mailbox Safety*, published by the Wisconsin Transportation Information Center, 1993.

Most curb or roadside mailboxes are relatively simple and unlikely to pose a serious crash threat to vehicles. These are relatively lightly constructed on supports which will easily break off, posing little harm to the vehicle. What threat they may impose is from the box parting from the post and entering the passenger compartment.

The U.S. Postal Service has requirements for mailboxes, mailbox height, and suggested installation. But the nation's roadways are lined with multitudes of installations, some of which are highly hazardous obstacles.

It is the heavy, ornamental or multiple installations that can be lethal roadside obstacles. Masonry installations, large receptacles filled with sand or concrete, metal posts larger than 1 ½ inches diameter, and wood posts larger than a nominal 4 inches square or 4 inches diameter, are a hazard. Such ornamental mailboxes as old plows, wagon wheels, and comic installations such as “air mail delivery” (a non-functional box on an extra high post) are hazards or obstacles. More than two boxes mounted on a single support, or installed too close together, can be hazardous. The use of a plank to mount several mailboxes is especially hazardous.

Also, in Wisconsin, snow removal operations frequently conflict with mailboxes. The Town of Dunn is not responsible for any damage that is caused as a result of plowed snow or the force of snow being discharged by the Town snow removal equipment. To ensure driver safety and to reduce the number of mailboxes damaged or demolished by snow removal, the following are installation requirements for mailboxes in the Town of Dunn.

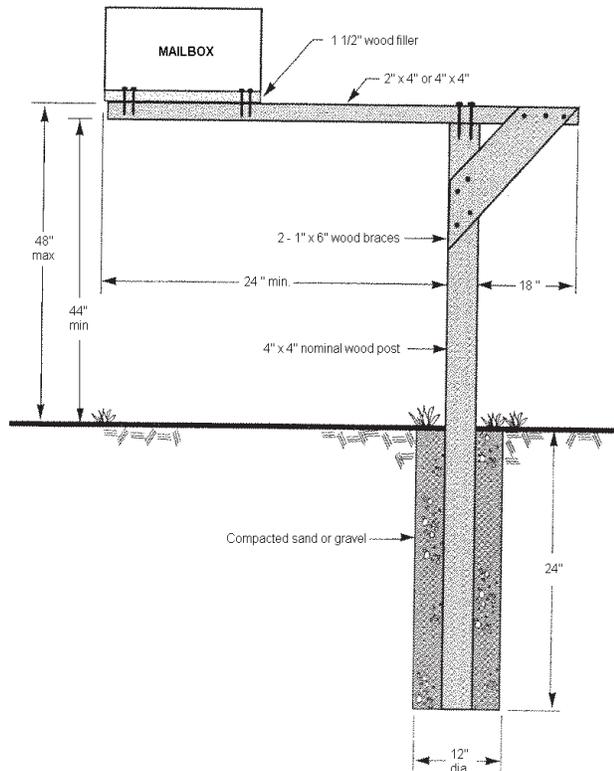
1. **Support.** The support should be a wood post, steel pipe, or steel channel installed no more than 24 inches in the ground. US Postal Notice 209 recommends a 42 inch to 48 inch height to the bottom of the box, but due to snow removal efforts the Town of Dunn requires a 46 inch to 48 inch vertical height above the ground surface to the bottom of the mailbox. The arm length should be a minimum of 24 inches. The support post should be the following dimensions:

- Square wood post: 4 X 4 inch nominal
- Round wood post: 4 inch diameter
- Steel pipe: 1 ½ inch inside diameter
- Steel channel: 2 pounds per foot

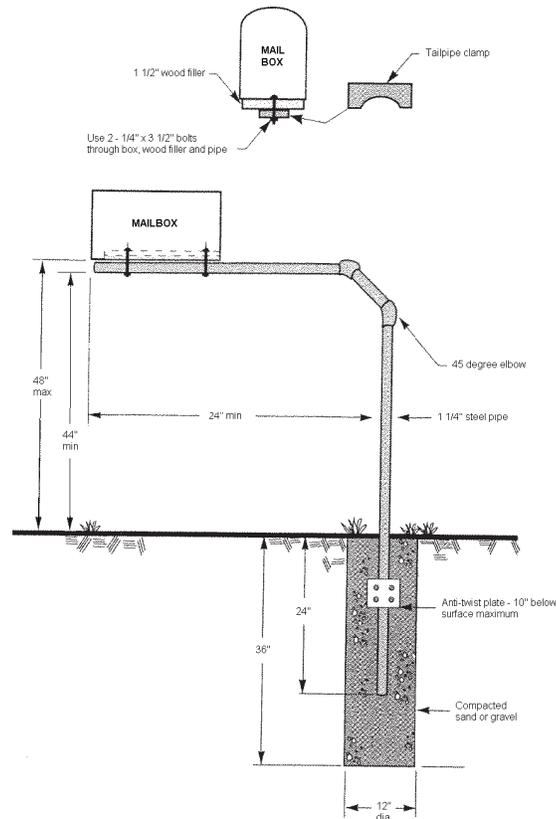
(Dimensions exceeding these should be deemed unacceptable and hazardous)

The support should not be set in concrete, nor is a base plate acceptable. Anti-twist flanges may be installed on the pipe or channel supports but should not be imbedded more than 10 inches into the ground. For examples see Figures 1.1 and 1.2

**Figure 1.1**

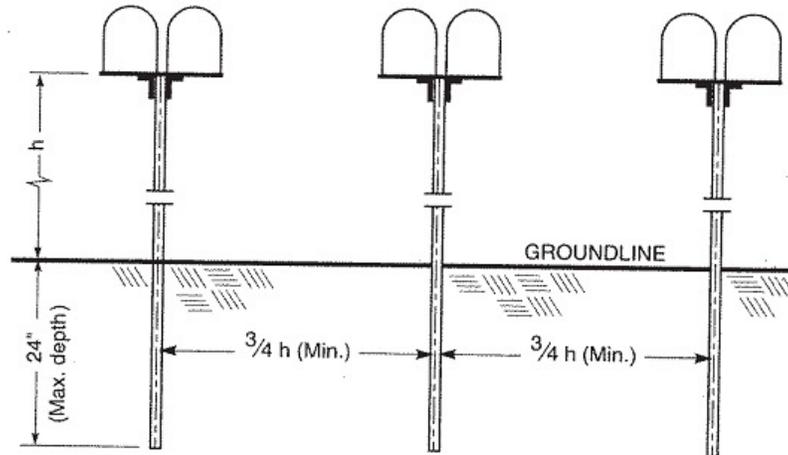


**Figure 1.2**



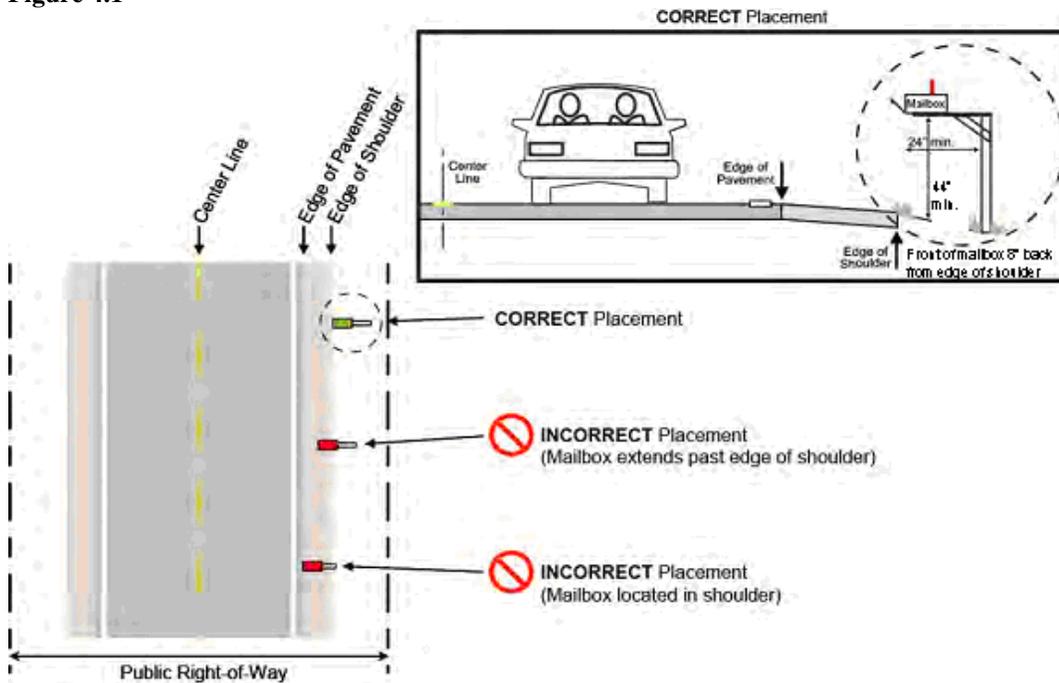
2. **Attachment.** The arm-to-post and box-to-arm attachment should be sufficient to prevent the separation of the box from the arm or the arm from the post when struck.
  
3. **Multiple Mailboxes.** No more than two mailboxes should be mounted on one support post. For a multiple installation, support posts must be spaced a minimum longitudinal distance apart which is equal to three-quarters of the height of the posts in the installation. Thus, for example, in an installation where posts are four feet above ground, they should be spaced three feet apart. See Figure 3.1

Figure 3.1



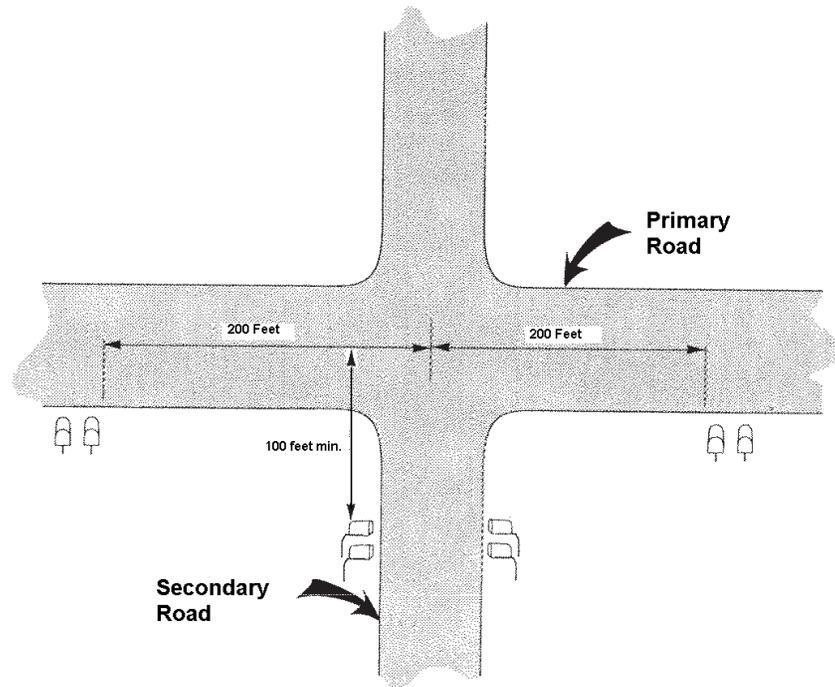
4. **Location.** Mailboxes must be located on the right-side of the road and in the carrier's direction of travel. They should always be located on the far side of driveways (after your driveway), this is for the safety of the postal carrier. The face of the mailbox must be offset the width of the shoulder, approximately 2 feet, plus 12 inches (3 feet total from the edge of the pavement). No obstructions of any kind, i.e. planters, decorative rocks etc., shall be placed between support post and roadway. Newspaper boxes must be placed no closer to the ground or towards the road than the mailbox. See Figure 4.1

Figure 4.1



5. **Intersections.** When a mailbox is installed at an intersection, the box must be a minimum 100 feet on secondary roads and 200 feet on primary roads beyond the center of the intersection in the direction of the postal route. Check with the Town Hall to determine if you are on a primary or secondary road. See Figure 5.1

Figure 5.1



Prior to permanent installation, stake the location of the mailbox placement and notify the Town of Dunn Highway Department. The Town of Dunn along with the local postmaster will need to inspect and approve the location prior to installation.

Figure 1.1

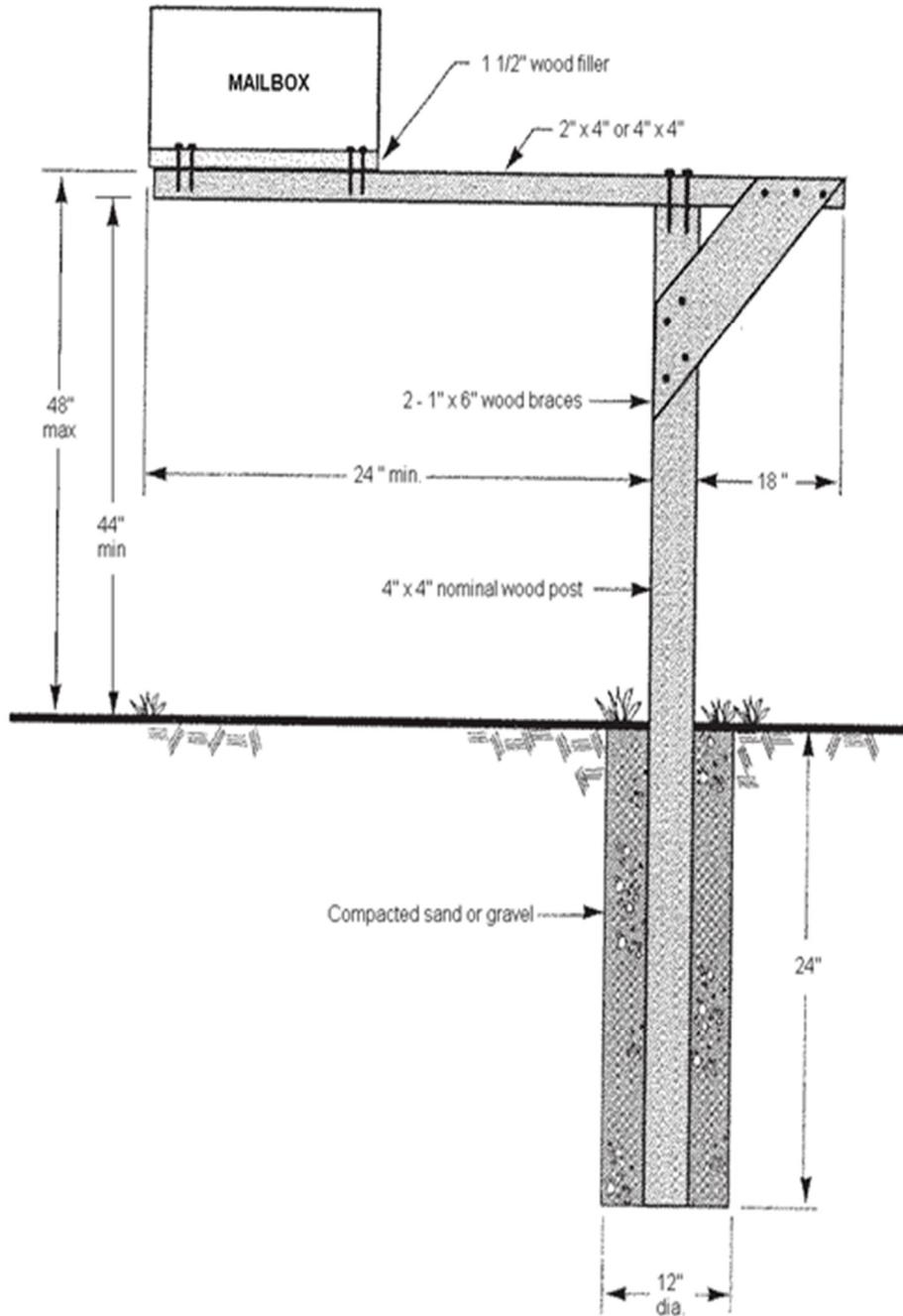


Figure 1.2

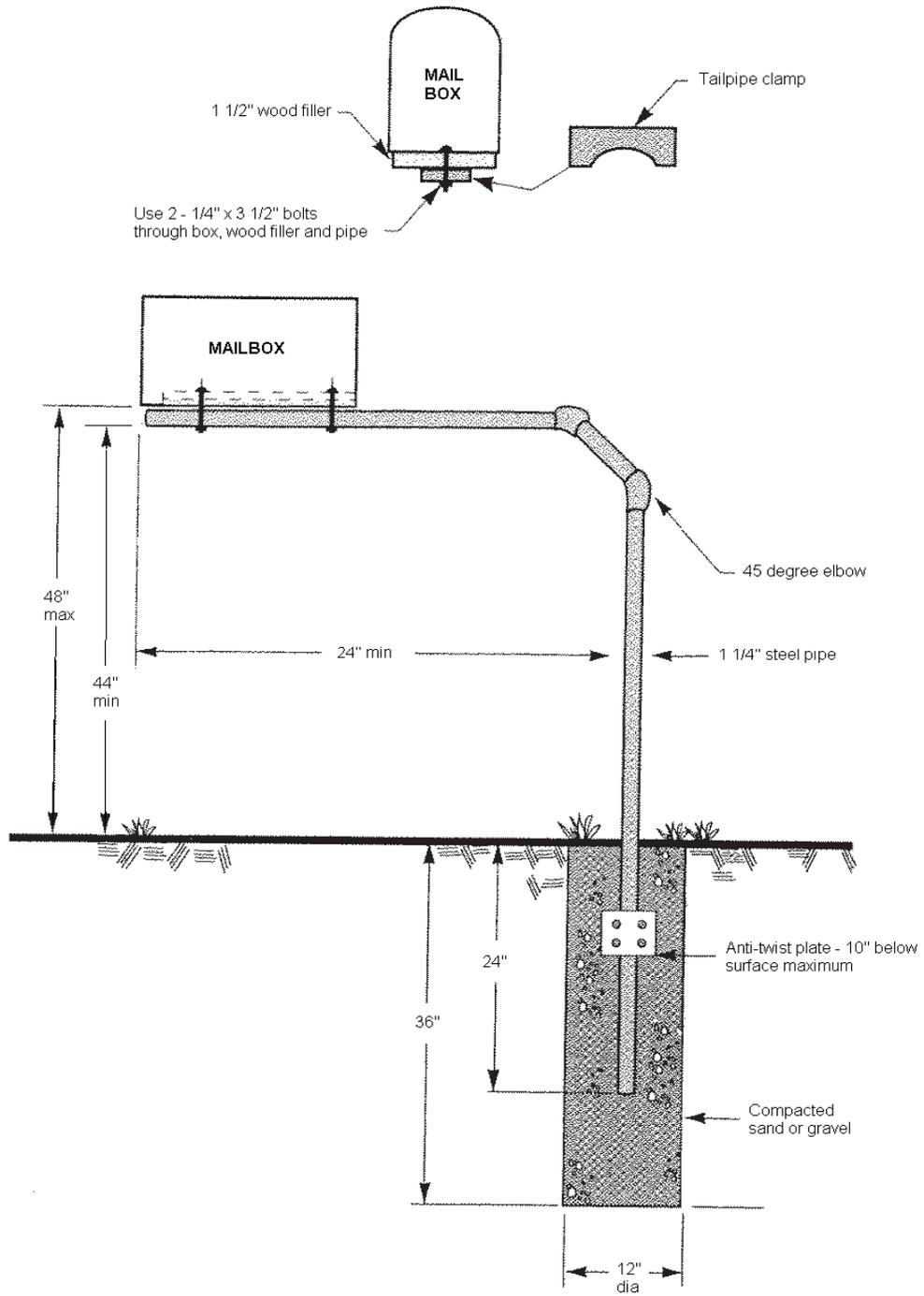


Figure 3.1

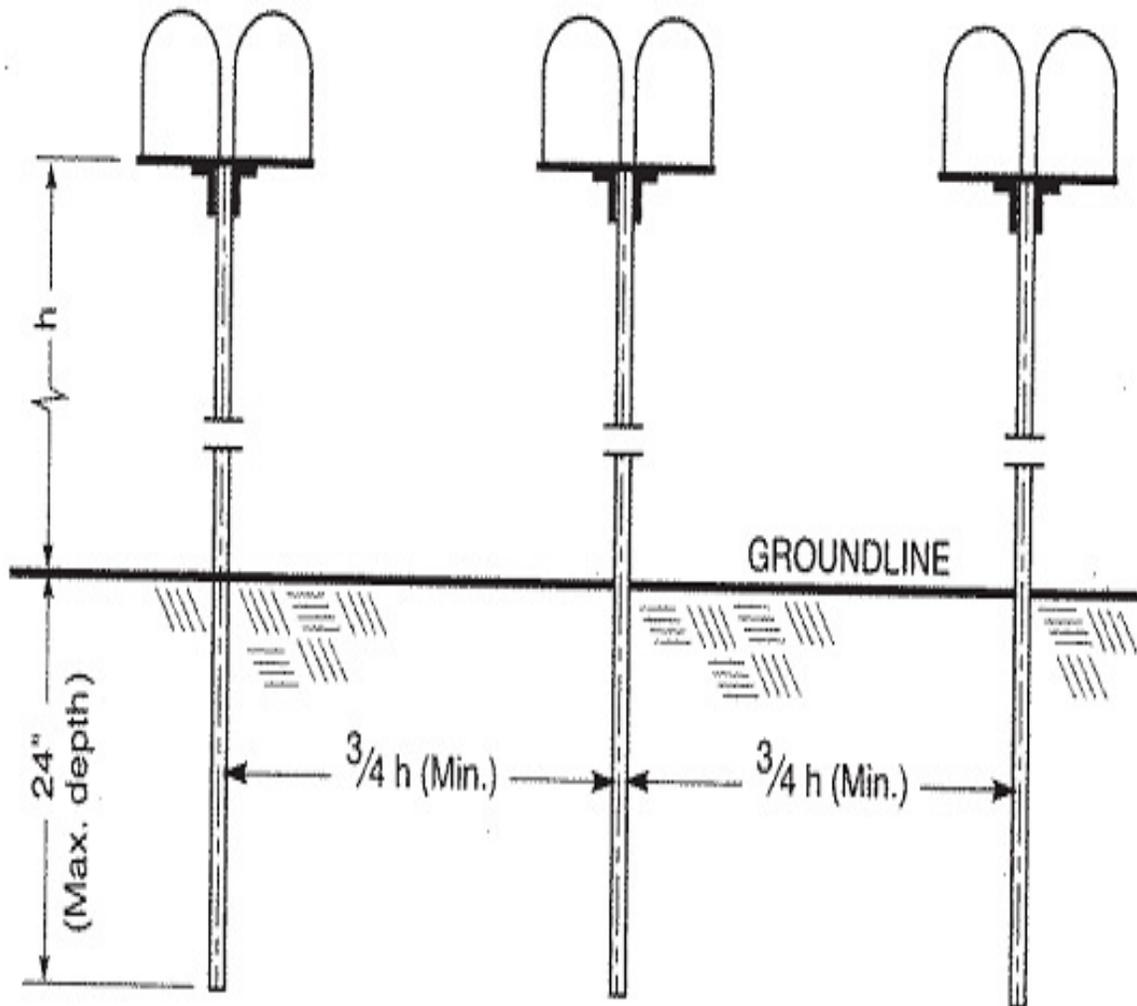


Figure 4.1

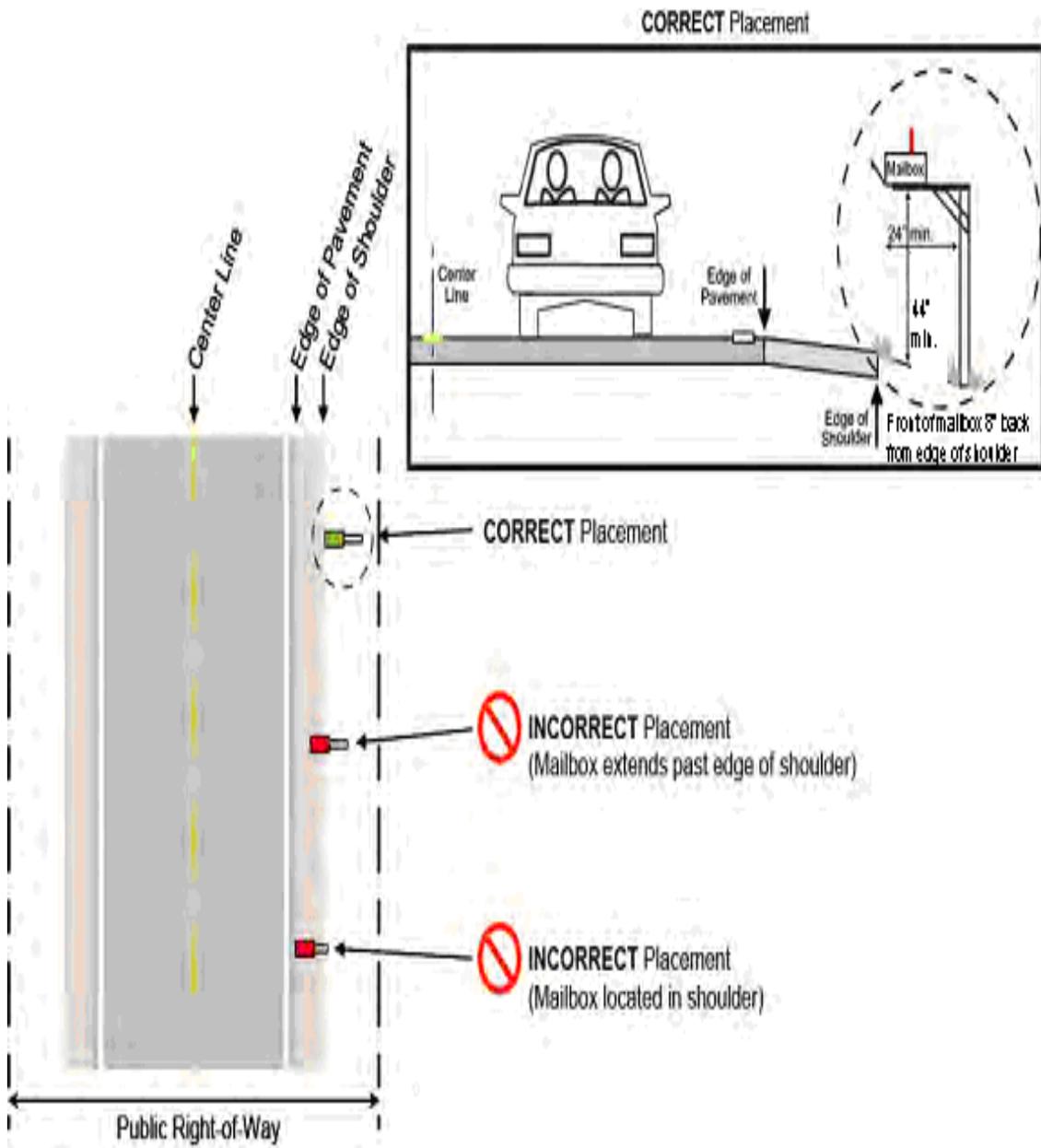


Figure 5.1

