

LAPEER COUNTY ROAD COMMISSION
PERSONNEL AND OPERATIONS POLICY MANUAL

Policy Subject:	MAILBOX POLICY	
Authorized by Board of Road Commissioners	Date:	02/13/76
Amended	Date:	12/27/00
Amended	Date:	05/01/02
Amended	Date:	02/15/06
Amended	Date:	10/21/09

Mailboxes and newspaper delivery boxes (hereafter referred to as mailbox) placed in the Lapeer County right-of-way shall conform to U.S. Postal Service regulations and the following standards set forth by the Lapeer County Road Commission. All mailboxes in the Lapeer County right-of-way shall meet these standards; there is no grandfather clause.

Location:

- No mailbox shall be permitted where access is obtained from the lanes of a freeway or where law or regulation otherwise prohibits access.
- Mailboxes shall be located on the right-hand side of the roadway in the direction of the delivery route. The bottom shall be set at an elevation established by the U.S. Postal Service. The roadside face of the box shall be offset 8” from the edge of the shoulder (paved roads), edge of traveled way (gravel roads), or face of curb.
- 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.
- 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.
- Where a mailbox is located in a guardrail section, it shall be placed behind the guardrail, when possible, with the face of the box even with the back of rail.
- All mailboxes serving residents on private roads shall be accessed from the private roads and shall not be placed along roads under the jurisdiction of the Lapeer County Road Commission.

Structure:

- Mailboxes shall be constructed of light sheet metal, plastic or similar weight materials conforming to the requirements of the U.S. Postal Service. Newspaper boxes shall be constructed of light sheet metal or plastic and shall be placed on the same side of the road as the mailbox. Newspaper boxes may also be mounted below the mailbox on the side of the mailbox support.
- No more than two mailboxes may be mounted on a support structure.
- A single 4x4 inch square, 4-inch diameter wooden post or a metal post with strength no greater than a 2-inch diameter standard strength steel pipe shall be acceptable as a mailbox support. The mailbox support shall not be embedded more than 24 inches into the ground. 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.
- Mailbox supports shall not be set in concrete.

- The post-to-box attachment details should be sufficient strength to prevent the box from separating from the post top if a vehicle strikes the installation.

MAILBOX POLICY, Page 2

Removal of Non-conforming or Unsafe Mailboxes:

- A mailbox that conforms to the aforementioned criteria will be considered acceptable unless in the judgment of the Engineer of the Road Commission, the installation interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system.
- If a mailbox is found to be in violation of the above criteria and standards, the owner will be cited with a removal order in accordance with MCL 247.171, which allows the owner 30 days to remove the mailbox. If the owner does not comply, the Road Commission at the owner's expense shall remove the mailbox.

Mailbox Damage Caused by Road Commission Operations:

- Occasionally, the Road Commission, as a result of its daily activities such as grading and snow plowing, may accidentally strike, knock down or damage a mailbox. Because of statutory responsibility of the Road Commission to maintain the roadways and County right-of-ways, the agency is not held liable or responsible for any damage caused to private installations located within those roads and/or right-of-ways. However, the Road Commission shall offer the owner a replacement post and mailbox, which will be available at the Road Commission office. The owner shall contact the Road Commission and pick up the replacement post and mailbox within thirty (30) days of the incident. Replacements will not be available after this thirty (30) day period.
- The Road Commission reserves the right not to offer a replacement post and mailbox if they feel the replacement is not justified.