

POLICY FOR THE ACCOMMODATION OF MAILBOXES ON COUNTY ROAD RIGHTS-OF-WAY

The location and construction of mailboxes on the right of way on county roads within Hillsdale County shall conform to the rules and regulations of the U.S. Postal Service, as well as to standards herein established by the Hillsdale County Road Commission.

A mailbox installation that conforms to the following standards will be considered acceptable unless, in the judgment of the Board of County Road Commissioners, the installation interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system.

If a mailbox installation does not meet said standards, the mailbox will not be allowed to exist on the right-of-way of a county road within Hillsdale County.

LOCATION:

- Mailboxes shall be located on the right-hand side of the roadway in the direction of the delivery route, except on one-way streets where they may be placed on the left-hand side.
- The bottom of the box shall be set at an elevation established by the U.S. Postal Service, usually between 42" and 48" above the road surface.
- The road side face of the box shall be 8 to 12 inches beyond the outside edge of the road shoulder or 6 to 12 inches behind the curb.
- Where a mailbox is located near 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.

STRUCTURE:

- Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the U.S. Postal Service.
- No more than two mailboxes may be mounted on a single support structure.
- Mailbox posts shall not be set in concrete.
- Mailbox posts shall be a single 4-inch x 4-inch or 4 ½ inch diameter wooden post or a metal post with a strength no greater than a 2-inch diameter standard strength steel pipe.
- Mailbox posts shall be embedded no more than 24 inches into the ground.
- The post-to-box attachment should be of sufficient strength to prevent the box from separating from the post top if the installation is struck by a vehicle.
- Under no circumstances shall a mailbox support be constructed with stone, brick, concrete or any other rigid, non-breakaway material.

REMOVAL OF NONCONFORMING OR HAZARDOUS MAILBOXES:

Any mailbox that is found to violate these standards is an unauthorized encroachment in the county road right-of-way and is hazardous to the motoring public. Non-conforming, hazardous mailboxes shall be removed by the postal patron upon notification via first class mail by the Hillsdale County Road Commission. At the discretion of the Hillsdale County Road Commission, based on an assessment of hazard to the public, the patron will be granted no less than 7 days nor more than 30 days to remove an unacceptable mailbox. After the specified removal period has expired, the unacceptable mailbox will be removed by the Hillsdale County Road Commission at the postal patron's expense.

MAILBOXES IN ROAD CONSTRUCTION AREAS:

When mailboxes interfere with construction or maintenance projects on county roads, the road commission will remove existing mailboxes and lay them on the ground safely out of the construction area. The postal patron shall be responsible for arranging a temporary mail receptacle or other means to receive their mail. On long-term projects, the road commission may temporarily erect a group of mailboxes at each end of the project for delivery of mail during the duration of the project. When the work is completed, the road commission will re-install the original mailboxes and posts at appropriate locations near each house. If the original post and mailbox cannot be re-installed, a standard small metal mailbox and post will be furnished and installed by the road commission. Newspaper tubes are excluded from this policy.

DAMAGED MAILBOXES:

It is possible that mailboxes and/or posts in the county road right-of-way may accidentally be damaged or destroyed by road commission equipment during snow removal and other routine maintenance activities. Upon receiving a report of alleged damage to a mailbox and/or post, a road commission supervisor will investigate to determine if the damage was caused by physical contact with road commission equipment. Newspaper tubes are excluded from this policy. If the supervisor determines that the damage was the result of snow, ice or slush thrown by our plow or blade, no compensation will be made. However, if the supervisor determines that physical contact occurred, the road commission will offer the postal patron their choice of one of the following as compensation:

- The road commission will repair the mailbox and/or post to usable condition. If repair is not possible, the road commission will furnish and install a standard small metal mailbox and/or used steel channel post. The repair or replacement will be performed as soon as possible after the incident at the road commission's schedule. No letters or address numbers will be furnished.

OR

- The road commission will reimburse the postal patron \$15.00 for the damaged mailbox and/or \$15.00 for the damaged mailbox post. Reimbursement will be made by check at the next regular bi-weekly board meeting when bills are authorized.

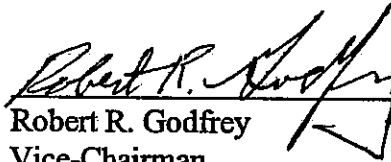
ADOPTION:

Said policy on the accommodation of mailboxes on county road rights-of-way supercedes and replaces all previous policies on mailboxes, and said policy is hereby adopted by the Board of County Road Commissioners of the County of Hillsdale at a regular meeting held on the 3rd day of March, 2005.

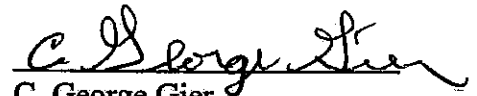
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