



Carlton County Transportation Department

Mailbox Policy

Adopted: June 12, 2018

Revised July 17, 2018

It is the goal of the Carlton County Transportation Department to provide right-of-way for the traveling public that is safe, efficient, and free of unnecessary hazards, while minimizing the inconvenience to property owners. Minnesota law declares certain mailbox installations to be a public nuisance, a road hazard, and a danger to the health and safety of the traveling public (Minnesota Rules Chapter 8818), and it authorizes the road authority to remove and replace such installations (Statute 169.072).

I. Ownership of Mailbox Supports

Mailboxes and their supports are the property of the mail route patron. Carlton County does not issue written permits for the placement of mailboxes within the road right-of-way, nor do our easements provide for mailbox construction. All mailboxes placed within the road right-of-way are placed there at the owner's risk. Replacement or installation of mailbox supports by the County does not signify any change of ownership. The mailbox and support remains the property of the owner, and it is the owner's responsibility to conform to the standards of the Carlton County Transportation Mailbox Policy.

II. Replacement of Unlawful Mailbox Supports and Installation

Any mailbox deemed by the Carlton County Transportation Department to be unlawful, as defined by Minnesota Rules Chapter 8818 (attached), shall be replaced by the owner. Once a support is deemed unlawful, the owner shall be notified in writing that the non-compliant mailbox or support shall be replaced within sixty (60) days from the date of the written notice. Failure to comply with the County's mailbox policy will result in removal by the County of any non-conforming support at the owner's expense and may result in misdemeanor prosecution of the property owner for a right-of-way violation.

III. Replacement of Damaged Mailbox Support and Mailboxes by Carlton County

The Transportation Department will replace all lawful compliant mailbox supports damaged by County equipment during snow removal operations or other maintenance activities provided the support was properly installed according to the United States Postal Service and Carlton County Transportation Department standards. If the installation is a standard swing-away mailbox support and damage is caused to the vertical support by direct contact of the snow removal or maintenance equipment, Carlton County will repair or replace the support with a standard swing-away mailbox support as soon as possible. All replacements will be a standard swing-away mailbox support. Carlton County will not be responsible for damage to non-standard mailbox support installations and will not replace supports damaged by third parties.

Carlton County will not replace mailboxes.

IV. **Installation Information**

Location

Mailboxes may be placed for maximum convenience to the patron, but shall be consistent with safety considerations for highway traffic, the mail carrier, and the patron. Mailbox locations shall minimize the walking distance within the roadway for the patron, maximize the stopping sight distance in advance of the mailbox, and shall not restrict the sight distance of vehicles exiting the driveway. Placing mailboxes along high-speed roadways should be avoided if other practical locations are available.

Mailboxes shall be located on the far right side of the roadway in the direction of travel. The bottom of the mailbox shall be set at an elevation of 42 to 48 inches above the roadway surface as established by the United States Postal Service. The roadside face of the mailbox shall be located so that it is:

- 8 – 12 inches outside of the paved or aggregate shoulder, or
- 6 – 12 inches back from the face of the curb.

Where a mailbox is located near an intersection or driveway, it shall comply with local ordinances and policies. If a mailbox is installed near an existing guardrail, it shall be located behind the guardrail, where practical.

Exceptions to these mailbox location requirements must be approved by the Carlton County Transportation Department and the local Postmaster.

Structure

Mailboxes shall conform to the requirements of the United States Postal Service, Minnesota Rules Chapter 8818 and shall be acceptable to the Carlton County Transportation Department. No more than two (2) mailboxes may be mounted on a support structure.

All new and replacement mailbox supports shall meet the Carlton County Transportation Department standard specifications for swing-away mailbox support design. The attached drawing and specifications below are from the Minnesota Department of Transportation Standard Plate 9350A.

The metal support shall weigh three (3) pounds or less per lineal foot and shall not be fitted with an anchor plate. The post must be embedded a minimum of four (4) feet below the ground and project at least two (2) feet or more above the ground as needed depending on roadway in-slope. The minimum spacing between the centers of support posts shall be thirty (30) inches.

The post-to-box attachment details should be of sufficient strength to prevent the box from separating from the post if the installation is struck by a vehicle. The exact support hardware dimensions and design may vary. The product must result in a satisfactory attachment of the mailbox to the post, and all components must fit together properly.

There are several swing-away mailbox supports manufactured for sale to the public. It is acceptable for residents to purchase and install these products if the product has passed the NCHRP 350 crash requirements and satisfies Minnesota Rules Chapter 8818.

Exceptions to these mailbox structure designs must be approved by the Carlton County Transportation Department and the local Postmaster.

Spacing of Mailbox Supports

In accordance with Minnesota Rules Chapter 8818, mailbox supports shall be spaced no closer than thirty (30) inches from each other.

V. Miscellaneous Attachment to Mailbox Supports

Newspaper delivery boxes, advertisement delivery boxes, nameplates, address plates, etc. shall not be installed underneath the mailbox, whether attached to the mailbox support or on a separate post. The area underneath the mailbox shall remain free of obstructions in order to allow the unhindered passage of the snow removal equipment wing blade.

VI. Interruption of Mail Delivery

When the County must remove and replace a mailbox support, it shall be done in such a manner as to cause minimal interruption of mail delivery.

VII. Replacement of Mailbox Supports Under County Roadway Improvement Projects

Carlton County will provide and install, at the County's expense, conforming mailbox supports within the limits of all Carlton County roadway reconstruction and resurfacing projects.

VIII. Call Before You Dig (Gopher State One Call)

48 hours prior to installation of any new mailbox support, contact Gopher State One Call at (800)-252-1166 to determine the location of utilities to ensure safe installation.

Office Of The Carlton County Auditor/Treasurer

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PAUL G. GASSERT

Auditor/Treasurer

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***** RESOLUTION NO. 18-073*****

BY COMMISSIONER: Bodie

ADOPTED: June 12, 2018

WHEREAS, it is the goal of the Carlton County Transportation Department to provide right of way for the traveling public that is safe, efficient, and free of unnecessary hazards, while minimizing the inconvenience to property owners; and

WHEREAS, Minnesota law declares certain mailbox installations to be a public nuisance, a road hazard, and a danger to the health and safety of the traveling public.

NOW, THEREFORE, BE IT RESOLVED that the Carlton County Board of Commissioners does hereby approve the establishment of the Carlton County Transportation Department Mailbox Policy (see Exhibit B).

Upon motion by Bodie, seconded by Brenner, and carried, the above resolution was adopted.

Yea votes: Peterson, Zmyslony, Brenner, Proulx and Bodie

Nay votes: None

Absent: None

I, Paul G. Gassert, Auditor of the County of Carlton, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 12th day of June, 2018, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE in Carlton, Minnesota, this 12th day of June, 2018.

Paul G. Gassert
Carlton County Auditor/Treasurer

