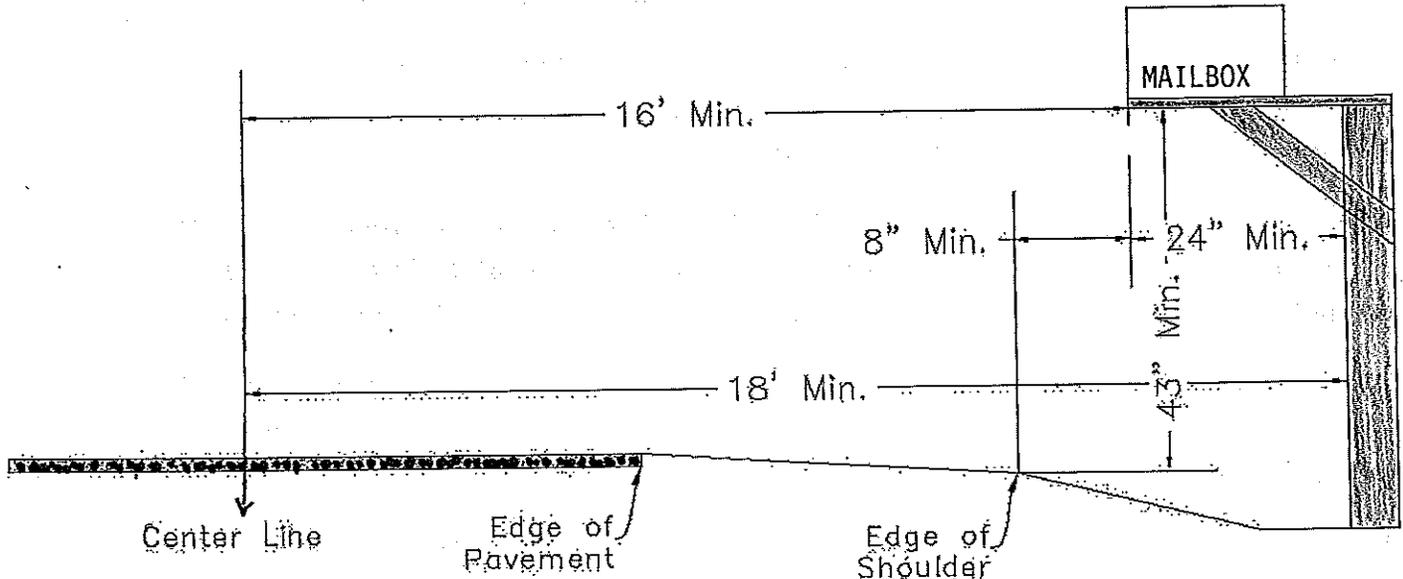


# NOTICE

## Recommended Mailbox Installations

To avoid damage to your mailbox and also allow the snowplows to remove the snow from under your mailbox, the following dimensions are recommended.



Placing mailboxes a short distance away from driveways and intersections helps to avoid vision-restricting snow banks and also damage to your mailbox. The box and base should be strong enough to withstand flying snow and slush from traffic and snowplows.

No mailbox or newspaper delivery box (hereafter referred to as a mailbox) will be allowed to exist along a County trunk highway right-of-way if it interferes with the safety of the traveling public or the function, maintenance, or operation of the highway system. A mailbox installation that does not conform to the provisions of this policy is an unauthorized encroachment, and the owner will be requested to remove the mailbox.

The location and construction of mailboxes shall conform to the rules and regulations of the U.S. Postal Service as well as the standards established by the Door County Highway Department. *(See Above Drawing)*

The standard for materials and placement of mailboxes is identified below:

**Supports:** The following standards for mailbox supports will ensure that they break away on impact:

- Steel pipes must be 1 ½ inches inside diameter or less.
- Square wood supports must be 4 inches by 4 inches or less. Round wood posts should be no larger than 4 inches in diameter.
- Metal channel posts should not weigh more than 2 pounds per foot.

- Imbed mailbox supports no more than 24 inches into the ground. If imbed in concrete, concrete must be below grade of shoulder.
- Do not use anchor plates with metal posts. Anti-twist flanges are acceptable as long as they do not project more than 10 inches into the ground. These should be attached to the metal post or pipe with 2 3/8 inch muffler clamps.

**Multiple Installations:** Mount no more than four mailboxes on two supports. Separate the supports a distance apart, which equals three-quarters of the height of the post above ground. Thus mailboxes mounted 43 inches above the ground should be at least 32 inches apart from the next post.

**Sitting Mailboxes:** The bottom of all mailboxes or what they are attached to must be 43 inches above the asphalt pavement. Under no circumstances shall the roadside face of the mailbox project onto the usable shoulder or onto a traveled way of a street or road.

**Lateral Placement:** The mailbox post location should be a minimum of 18 feet from the centerline of the road. If a turnout is needed to achieve the 18 feet, the turnout can be installed by the homeowner alongside the shoulder of the road. Ditch drainage should not be impaired by the installation of the turnout.

The face of the mailbox is to be offset at least 8 to 12 inches behind the edge of the shoulder or turnout. Where there are guardrails, mailboxes should be installed behind the guardrails, projecting enough for the carrier to reach them.

In the event no shoulder exists due to a tree line or other obstacle; the face of the mailbox must be flush with the tree line or obstacle.

**Reflectors:** Pursuant to State Statute 346.41(3), only blue reflectors can be attached to mailbox posts.

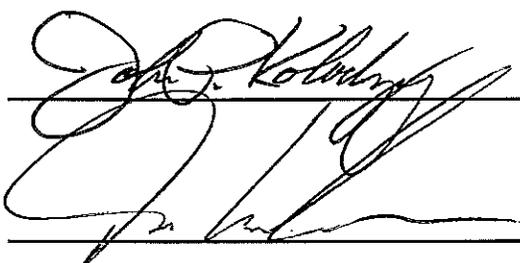
**Diggers Hotline:** Prior to any digging, residents must first call diggers hotline to locate underground utilities, phone number 1-800-242-8511.

**Policy:** Residents who follow these standards should reduce damage to their mailbox caused by flying snow and slush coming off the snowplow. The Door County Highway Department is not liable for damage done to any mailbox that is placed in the highway right-of-way (State, County, Town, or Village).

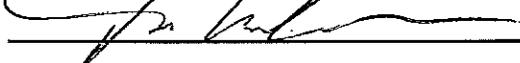
By order of the DOOR COUNTY HIGHWAY DEPARTMENT, 1001 S. DULUTH AVENUE, STURGEON BAY, WI 54235

And the approval of the U.S. POSTAL SERVICE.

Door County Highway Department phone number: (920) 746-2500.



Highway Commissioner



Postmaster