

**TOWN OF LIBERTY GROVE
ORDINANCE 8-01
MAILBOX POLICY**

The Town of Liberty Grove does hereby adopt the following standards and regulations for the placement of mailboxes in the road right of way of all Town roads:

Section I. Safety

- A. No mailbox or newspaper delivery box (hereinafter referred to as a mailbox) will be allowed to exist along a Town road right of way if it interferes with the safety of the traveling public or the function, maintenance, or operation of the Town road 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.
- B. 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 Town of Liberty Grove. The Town of Liberty Grove standard for construction and installation of mailboxes is hereby adopted as per the attached sheet.

Section II. Standards for Materials and Placement of Mailboxes

- A. Supports: the following standards for mailbox supports will ensure that they break away on impact:
 - 1. Steel pipes must be 1 ½ inch inside diameter or less.
 - 2. Square wood supports must be 4 inches by 4 inches or less. Round wood posts should not be larger than 4 inches in diameter.
 - 3. Metal channel posts should not weigh more than 2 pounds per foot.
 - 4. Imbed mailbox supports no more than 24 inches into the ground. If imbedded in concrete, concrete must be below the grade of the shoulder.
 - 5. 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 posts or pipe with 2 3/8 inch muffler clamps.
- B. Placement of any material around the mailbox post is prohibited per Town Ordinance 2-96.

Section III. Multiple Installations.

- A. 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. Such multiple mailboxes shall be 45 inches above the ground and supported by 2 posts at least 32 inches apart.

Section IV. Siting Mailboxes.

- A. The bottom of all mailboxes must be 45 inches above the asphalt pavement. Under no circumstances shall the roadside face of the mailbox project onto the usable shoulder or onto the traveled way of a Town road.

Section V. Lateral Placement.

- A. The mailbox post location should be a minimum of 18 feet from the centerline of the Town road. If a turnout is needed to achieve the 18 feet, the turnout can be installed alongside the shoulder of the road by the homeowner. Ditch drainage must not be impaired by the installation of the turnout.
- B. 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 mail carrier to reach them.
- C. In the event no should exists due to a tree line or other obstacle, the face of the mailbox must be flush with the tree line or obstacle.

Section VI. Reflectors.

- A. Pursuant to State Statute 346.41 (3), only blue reflectors can be attached to mailbox posts.

Section VII. Diggers Hotline.

- A. Prior to any digging, residents must first call Diggers Hotline to locate underground utilities at phone number 1-800-242-8511.

Section VIII. Policy.

- A. Residents who follow these standards should reduce damage to their mailbox caused by flying snow and slush coming off the snowplow. The Town of Liberty Grove is not liable for damage done to any mailbox that is placed in the Town road right of way.

Section IX. Implementation.

- A. This ordinance shall take effect upon proper passage and posting according to law.

Adopted this third day of October, 2001.

Attest: _____
Walter L. Kalms, Clerk Administrator