

MAILBOX (Roadside Receptacles) REPLACEMENT POLICY

This policy addresses the Oconto County Highway Department's policy regarding mailboxes and roadside receptacles damaged as a result of Highway Department Operations.

Mailboxes and roadside receptacles are defined as any container used for the delivery of mail, newspapers, advertising circulars, or other printed material, along any County Trunk Highway right-of-way in Oconto County.

The mailbox or receptacle base shall be placed two feet from the back of the shoulder of the road; the box shall be 46 inches above the grade of the shoulder, and the front of the box shall not extend beyond the back of the shoulder of the road. The mailbox or receptacle base should be able to withstand flying snow and slush from traffic and snowplows.

According to the Division of Highways and Transportation Department there are several alternative methods for installing single mailboxes: An acceptable support for a mailbox includes wood posts 4" x 4" square or 4.5" in diameter. Soft metal conduits which are 1.5" to 2.5" in diameter are also acceptable. These supports should be embedded no more than 24" into the ground. These are additional support systems which allow the mailbox to swing if struck. On either of these two types of supports a mailbox may be mounted.

If a mailbox or receptacle base is damaged by flying snow or slush, it will not be replaced by the Highway Department. Any mailbox or base damaged by slush or heavy snow will be investigated by Highway Department staff.

If a mailbox is *physically* hit and damaged by a snowplow or other piece of equipment, it will be replaced with a metal or plastic box acceptable to the U.S. Postal Service. Decorative or other types of ornamental mailboxes *will not* be replaced in kind.

BY ORDER OF THE OCONTO COUNTY HIGHWAY COMMITTEE

**Patrick J. Scanlan,
Highway Commissioner**