



BOARD OF COUNTY ROAD COMMISSIONERS

NEWAYGO COUNTY
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MAILBOX AND MAILBOX SUPPORT CHECKLIST

LOCATION

- Mailbox is in the direction of the carrier's route of travel, except on one-way streets.
- Mailbox height is between 42 inches and 48 inches above the road surface.
- Mailbox face is between 8 inches and 12 inches from the outside edge of the road shoulder or 6 inches to 12 inches from the curb.
- Mailbox is near an intersection is no closer than 100 feet from the intersecting road.

STRUCTURE

- Mailbox is of light, steel, aluminum or plastic construction that meets U.S. Postal Service requirements.
- No more than two mailboxes are mounted on a single support structure.
- Mailbox post is a single 4-inch X 4-inch wood post, a 4 1/2-inch diameter wood post or a 2-inch diameter standard-strength steel pipe.
- Mailbox post is not set in concrete.
- Mailbox post is embedded no more than 2 feet into the ground.
- Mailbox post is not fitted with an anchor plate.
- Mailbox is attached to the post well enough to prevent separation if either box or post is struck by a vehicle.
- Minimum spacing between the center of grouped support posts is three-fourths the portion of the posts' height that is above the ground.

If your mailbox location or structure is not in compliance with regulations cited in the checklist, make adjustments now. Don't let your mailbox or post be an accident waiting to happen. And if you have questions, call your local post office or the Newaygo County Road Commission. The Road Commission is authorized to remove mailboxes or posts that do not meet requirements; and therefore, are hazardous to the public. The owners will be notified and given between 24 hours and 30 days to conform to standards, depending upon the degree of hazard. If unacceptable installations are not removed within the specified time, the Road Commission will handle removal at the owners' expense, as provided by Act. 368, Public Acts of 1925, as amended.

** The Road Commission will replace or repair mailboxes and posts that are damaged by our maintenance operations only if they were in good condition and were struck by our trucks or plows. We cannot be responsible if snow being pushed off the road causes damage.