


KALKASKA COUNTY ROAD COMMISSION POLICY		GENERAL ADMINISTRATION				
TITLE: Mailbox	RESOLUTION NUMBER:	SUPERCEDE	EFFECTIVE DATE: 7-10-12	SUPERCEDE	POLICY NUMBER: P12-7	

Mailbox Policy

General Information:

Mailbox Replacement Policy

If a claim is made that damage to a mailbox and/or post occurred as a result of Road Commission equipment striking the mailbox and/or post, the procedure to follow is:

1. The claimant must bring the damaged box and post to the Kalkaska County Road Commission office located at 1049 Island Lake Road, Kalkaska, MI 49646. An exception may have to be allowed if the post is frozen in the ground. The claimant will be encouraged to bring in part of the post if possible.
2. The claimant must complete the “Mailbox Claim Form”, including his/her signature.
3. After reviewing the claim and upon approval of the Manager, the Kalkaska County Road Commission will provide cash payment of \$18.00 for a mailbox and/or \$15.00 for a post. Total claim reimbursement shall not exceed \$33.00.
4. **Installation of the box and/or post is the responsibility of the claimant.**

The Kalkaska County Road Commission makes the following suggestions:

1. The resident should consider removing the mailbox and post for the season if the residence is not occupied for the winter.
2. Replace an expensive decorative mailbox with an inexpensive mailbox for the winter.
3. Make sure the mailbox and base are securely attached to the post and, if possible, place a “snow board” on a separate post to take the impact of plowed snow and prevent the snow from hitting the mailbox.
4. Mount no more than one (1) mailbox on one support post.
5. As a general rule, the mailbox and support (or base) may be no closer than four (4) feet from the edge of the paved or the main traveled portion of the road. If the plow line is distinguishable, another guide is to have the door of the mailbox a minimum of twelve (12) inches from the shoulder of the road.

6. Embed supports no more than twenty-four (24) inches into the ground and do not embed in concrete.
7. All mailboxes shall be erected on wood posts not to exceed three and one half (3.5) inches in diameter or hollow steel posts with a three pound break-away.
8. It is the responsibility of the rural postal customer to keep the access to the mailbox cleared for the mail carriers. Snow should be cleared away from the mailbox and post.

Newspaper, shopping guide, or advertising tubes should be located near the mailbox on the same side of the road. Installment/replacement of a mailbox and/or post is the responsibility of the owner of the rural route mailbox.

POST OFFICE REQUIREMENT:

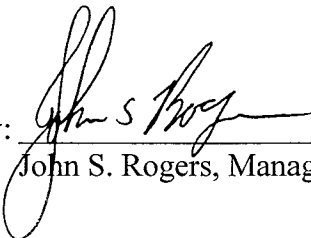
What You Need to Know About Your Mailbox

Are you getting ready to install a new mailbox or newspaper delivery box along a county road? Contact your local Post Office for instructions on the height (normally 42-45 inches) from the ground level to the bottom of the drawer and side of the road where your mailbox should be located.

Adopted: July 10, 2012

Revised to Management Policy: June 9, 2016

Amended: February 28, 2018

Signed by: 

John S. Rogers, Manager