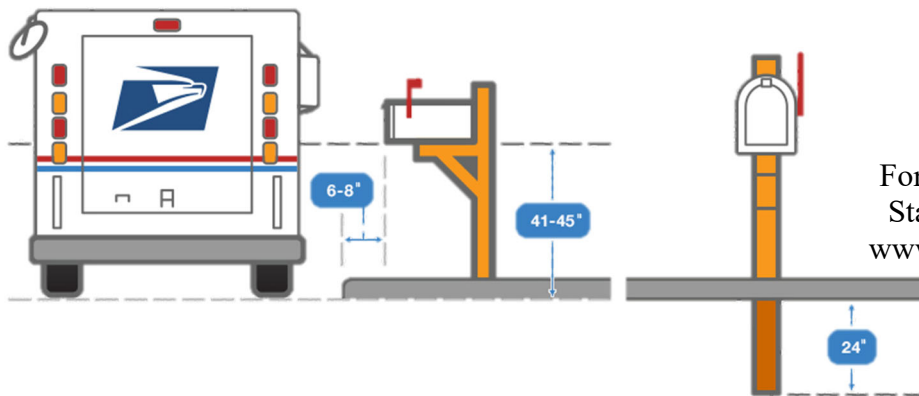


## Roscommon County Road Commission Mailbox Policy

It is the policy of Roscommon County Road Commission to require mailboxes and newspaper delivery boxes located in the rights of way to be constructed in a manner which does not interfere with the safety of the traveling public or the maintenance and operation of the road system. A mailbox installation that does not conform to the provisions of this policy will be considered an unauthorized encroachment on the right-of-way and removal shall be administered in accordance with State of Michigan Act 368, Public Acts of 1925, as amended. This policy is consistent with the rules and regulations of the U.S. Postal Service.



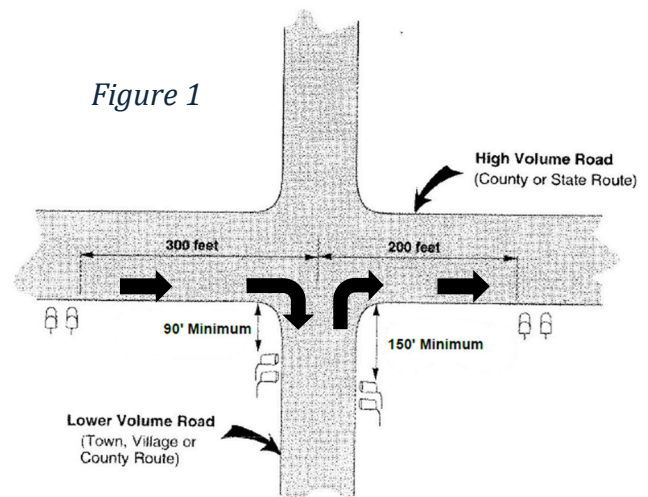
**Where To Place  
The Mailbox**  
For United States Post Office (USPS)  
Standards, please visit their website,  
[www.usps.com/manage/mailboxes.htm](http://www.usps.com/manage/mailboxes.htm)

## Requirements

### Mailbox Location

Mailbox location shall be determined by the U.S. Postal Service and all other delivery boxes should comply by placing their boxes on the same side of the road. Mailbox height shall be set at an elevation between 41 and 45 inches above the road surface to the bottom of the box. Mailbox face shall be located between 6 and 8 inches behind the face of a raised curb or the edge of the road shoulder.

Figure 1 shows mailbox locations at intersections.



## Structure Specifications

Mailboxes shall be of light steel, metal or plastic construction conforming to the requirements of the U.S. Postal Service. Newspaper boxes shall be of standard light metal or plastic construction specifically constructed for newspaper delivery.

A single 4-inch X 4-inch square or 4 ½-inch diameter wooden post, or a metal post with a strength no greater than a 2-inch diameter standard strength steel or aluminum pipe are permissible as supports. No support shall be embedded more than 24-inches into the ground. A metal post shall not be fitted with an anchor plate. Mailbox supports shall not be set in concrete.

Mailbox to post attachments shall be of sufficient strength to prevent separation from the support as a result of impact being struck by a vehicle.

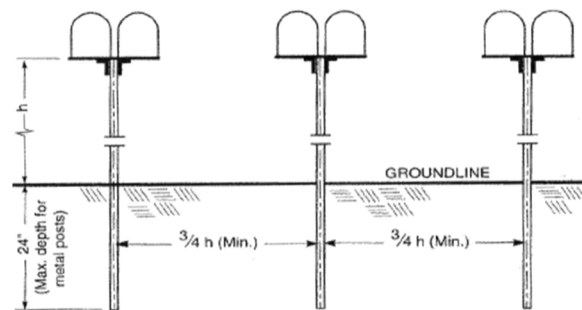
## Multiple Installations

No more than two mailboxes may be mounted on a support structure unless the support structure and mailbox arrangement meet the American Association of State Highway Transportation Officials (AASHTO) standards. Separate the supports a distance apart which equals three-quarters of the height of the post above ground.

Thus boxes mounted four feet above ground should be at least three feet apart (post center to post center). Lightweight newspaper boxes may be mounted below the mailbox on the side of the support.

## Removal of Nonconforming or Unsafe Mailboxes

Any mailbox that is found to violate the intent of this policy shall be removed by the owner upon notification. At the discretion of the RCRC and based on the assessment of hazard to the public, the owner will be notified and granted 30 days to remove an unacceptable installation. If not removed within the specified time, the installation will be removed by the RCRC at the owner's expense as provided by ACT 368, Public Acts of 1925 as amended.



*Spacing for multiple post installations*

## Mailboxes Damaged By RCRC

It is the policy of the Roscommon County Road Commission to replace mailboxes and/or supports damaged or destroyed as a result of road maintenance activities, even though by law, RCRC has no legal responsibility to do so. The replacement mailbox shall be the standard size metal box. Individuals who maintain boxes of another standard do so at their own risk. The RCRC is not responsible for the installation of the replacement mailboxes and/or posts.

If a claim is made that damage to a mailbox and/or post occurred as a result of RCRC activities, the procedure is as follows:

1. The claimant must bring the damaged mailbox and/or post to the road commission office at 820 E. West Branch Rd, Prudenville.
2. The claimant must complete the "Mailbox Claim Form" including his/her address and signature
3. The road commission will provide a plain standard size metal mailbox and/or a 4x4 wood post. Installation of the box and/or post is the responsibility of the claimant. Exceptions to this policy may be made at the discretion of the road commission.