

The Monroe County Road Commission (MCRC) receives numerous questions from the public regarding mailboxes. Many times the questions focus on placing mailboxes along the roadway, and other times they center on mailboxes that have been damaged by MCRC crews while working in the right-of-way. This informational brochure is designed to help our customers understand the MCRC mailbox policy and guidelines.



The MCRC does not permit obstructions in the right-of-way for obvious safety reasons. Mailboxes are a necessary structure for the service and convenience of the public and for that reason have been tolerated for use in the road right-of-way. However, certain guidelines and restrictions must be followed when installing mailboxes in order to keep the motoring public safe while using the roadway.

### Guidelines for installing mailboxes in the road right-of-way

The Federal Highway Administration has adopted the following standards for rural mailboxes. Mailboxes not in compliance with these standards are a safety hazard and an obstruction to the safe use of the highway and should be removed.

Some things you can do to protect your mailbox is to make sure it is not encroaching into the roadway. You can check the post and replace it when it is damaged or old and worn out prior to the winter season. You can put reflectors on the mailbox and post to help a truck driver see it especially in inclement weather during blowing snow and whiteouts.

All mailbox units, attachments, supports and installation therefore are to be in strict accordance with the United States Postal regulations and in compliance with the following specifications and standard drawings.

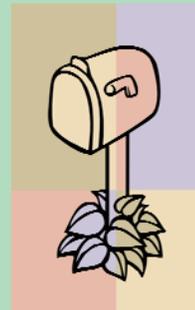
1. The mailbox unit shall be constructed entirely of plastic and/or lightweight galvanized steel attached to the support unit with sufficient strength to prevent the box from separating from the post top if struck by a vehicle.



2. The support structure (post) shall be either a wooden post (no larger than 4 inches x 4 inch square or 4 1/2 inch diameter round) or a metal post with a strength no greater than a 2-inch diameter standard strength steel pipe (with a weight not in excess of 2.6 lbs. Per foot). No support structure shall be embedded more than 24 inches into the ground. A metal post shall not be fitted with an anchor plate, but it may have an anti-twist device that extends no more than 10 inches below the ground surface. Large posts of wood, concrete, or steel are not permitted because they could prove hazardous to motorists, thereby creating liability for homeowners. **Mailbox supports shall not be set in concrete.**



3. The unit shall be placed at an offset from the edge of the pavement so that the roadside face of the mailbox is no closer than 3' from the edge of the traveled lane. If a mailbox is installed near existing guardrail, it shall be placed behind the guardrail unless otherwise approved by the County Highway Engineer, by permit.



4. Multiple mailbox units of more than two boxes shall not be mounted on one support. However, lightweight newspaper boxes may be mounted below the mailbox on the side of the mailbox support. Multiple posts shall be placed no less than three feet apart.



### Placement Of Unauthorized Items In The Right-Of-Way

The MCRC strongly recommends property owner compliance to these guidelines. Permit for placement of utilities, drainage, structures, etc. shall be obtained through the MCRC. Any installation may be subject to removal at the cost of the property owner.

Examples of such obstructions are as follows: landscaping, rocks, railroad ties, concrete/masonry blocks, spikes, etc.



## Mailboxes Damaged by MCRC Crews

**Mailboxes** and posts in good condition generally withstand the force of snow from the plow thrown against them. The force of the heavy snow, when plow trucks push it to the side of the road, some times causes strain on the mailbox and/or its post and may cause damage to one or both. When plowing at night it is difficult for a snowplow driver to see mail boxes especially during inclement weather or white outs. At times the truck's front plow will accidentally clip a mailbox damaging it or knocking it off the post.

Occasional damage to mailboxes while performing winter maintenance is unavoidable. The MCRC is not liable for damage done while performing their regular duties and/or maintaining the roadway. Also, the MCRC is not permitted to spend funds on repair to personal property such as damaged mail boxes.

The MCRC Board understands that this policy can be a hardship to residents and has authorized the MCRC to give out standard mailboxes and/or a wooden post to any resident that has a mailbox or its post damaged from MCRC winter operations. A standard mailbox and post may be picked up at the main office of the MCRC at 840 S. Telegraph Road, Monroe, Michigan. The resident must provide proof of the damage and the circumstances of the incident involving the MCRC equipment. We trust that residents understand that this is all we are able to do.



### Some Things Homeowners Can Do To Protect The Mailbox

1. Make sure it is not encroaching into the road right of way.
2. Check the post prior to the winter season and replace it when it is damaged or worn out.
3. Put reflectors on the mailbox and post to help a snowplow driver see it, especially in inclement weather during blowing snow and whiteouts.



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## Placement and Responsibility of MAILBOXES



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