

**CITY OF BAXTER POLICY ON  
INSTALLATION AND MAINTENANCE OF MAILBOX SUPPORTS  
ON THE CITY OF BAXTER ROADWAY SYSTEM**

Adopted by City of Baxter Council on June 15, 2010

It is the goal of the City of Baxter to provide public right-of-ways for the traveling public that are safe, efficient and are free of unnecessary hazards, while providing minimum inconvenience to property owners. The City of Baxter declares certain mailbox support installations to be a public nuisance, a road hazard, and a danger to the health and safety of the traveling public, and hereby authorizes the Public Works Department to remove and/or replace such a support.

**A. Replacement of Mailbox Supports under City of Baxter Improvement Program**

City of Baxter will provide and install at the Owners expense, conforming mailbox supports within the City limits on all City of Baxter Road Reconstruction and Resurfacing Projects.

**B. Replacement of all Existing Mailbox Supports**

All existing mailbox supports that are not deemed unlawful by the City are allowed to remain until existing support is damaged or reached its useful life or City of Baxter does a Road Reconstruction and Resurfacing Projects or City later deems the mailbox support unlawful.

1. The owner may purchase a conforming mailbox support from the City of Baxter Public Works Department at the current rate as shown on Exhibit A and install it as shown on Exhibit B. Owner must remove unlawful mailbox support. Owners may build and install their own mailbox support as show on Exhibit B.
2. The City of Baxter will furnish and install an approved conforming mailbox support at the current rate as shown on Exhibit A. Owner must remove unlawful support.

**C. Replacement of Unlawful Mailbox Supports and Installations**

Any mailbox support deemed unlawful as defined as follows shall be replaced:

1. An installation that contains more than one vertical support;
2. A single mailbox support containing more than three mailboxes;
3. A wooden support with a cross-sectional area greater than 16 square inches at any above-ground point along the support (for example, the maximum allowable square and round support dimensions are four inches by four inches and 4.5 inches in diameter, respectively), except that larger wooden supports are acceptable if, at

a height four inches above the ground, the support cross-sectional area is altered in some fashion so as to reduce the cross-sectional area at that point to 16 square inches or less;

4. A metal support of a weight of four pounds per foot or more for any one foot of vertical measurement above ground (for example, a standard steel pipe of up to two inches inner diameter would be acceptable), except that larger metal supports are acceptable if, within the first three inches above ground the metal support is less than four pounds per foot (less than one pound for the three-inch length);
5. A mailbox that is not acceptable for delivery of mail by the United States Postal Service;
6. Adjacent mailbox support installations whose respective supports are spaced closer than 30 inches, as measured from center of support to center of support;
7. A support comprised of material other than solely wood or metal that either exceeds 16 square inches in total cross-sectional area at a height four inches above ground or is of a weight of four pounds per foot or more for any one foot of vertical measurement above ground, unless within the first three inches above ground the support is less than four pounds per foot (less than one pound over the three-inch distance). Examples of such nonconforming supports could include supports such as filled milk cans, brick structures, plows, and concrete-filled pipe; and
8. An installation, whether a support or closed mailbox, that encroaches the usable roadway or its airspace.

An unlawful mailbox support remaining after the expiration of the 60-day time period will be removed and replaced by the City of Baxter at the owner's expense.

**D. Removal of Unlawful Mailbox Supports and Installations notice.**

Once a mailbox support is deemed unlawful, the owner will be notified in writing that the owner shall replace the support within 60 days. The notice must at a minimum include the following:

1. Inform the owner of the nonconforming mailbox installation or support;
2. Inform the owner or resident of the applicable law and rules, including the rules that contain the standards for mailbox installations and supports on public streets;
3. Inform the owner or resident that the owner or resident must remove the installation or support or bring it into compliance with the rules within 60 days of the date of the notice;
4. Inform the owner or resident of the applicable laws and rules and the standards for mailbox installations and supports on public streets and highways, and provide

plans or diagrams of examples of conforming installations or supports;

5. Inform the owner or resident that if the nonconforming mailbox installation or support is not removed or replaced within 60 days of the notice, the Public Works Department may remove and replace the installation or support at the fee currently in City of Baxter Fee Schedule at a cost of up to \$75 to the owner or residents;
6. Inform the owner or resident that where the replacement is made in conjunction with the City of Baxter Road Reconstruction and/or Resurfacing Projects;

As an incentive to use approved supports the City provides the following options:

1. The owner may purchase a conforming support from the City of Baxter at the current rate as shown on the City of Baxter Fee Schedule and install it as shown on Exhibit A. Owner must remove unlawful support.
2. The City of Baxter will install an approved mailbox support at the current rate as shown on the City of Baxter Fee Schedule. City will remove unlawful mailbox support.

#### **E. Replacement of Damaged Mailbox Supports by City of Baxter**

The City of Baxter will replace all existing lawful mailbox supports or unlawful mailbox supports damaged by City equipment making contact with the support during snowplowing operations or other street maintenance activities with the conforming mailbox support shown on Exhibit B. The City will not replace mailbox supports damaged by third parties.

#### **F. Mailbox Support Requirements part of the new 911 addressing**

The City of Baxter will require that all mailbox supports associated with the issuance of a new 911 address be constructed in accordance with Exhibit B. The property owner will pay for the cost of the mailbox support. The City will furnish and install an approved mailbox support for the fee currently in effect on the City of Baxter Fee Schedule. The owner may opt to purchase the mailbox support from the City at the current rate and install it as shown in Exhibit B.

#### **G. Miscellaneous Attachments to Mailbox Supports**

Newspaper delivery boxes, advertisement delivery boxes, nameplates, address plates, etc, shall not be installed underneath the mailbox, whether attached to the mailbox support or on a separate post. The area underneath the mailbox shall remain free of obstructions in order to allow the unhindered passage of the snowplow wing blade. Obstacles interfering with the wing blade force the plow to swerve, often into the oncoming lane, creating an unsafe situation for motorists and plow operators.

#### **H. Ownership of Mailbox Supports**

Mailboxes and mailbox supports are the property of the mail route patron. City of Baxter does not issue written permits for the placement of mailboxes within the road right-of-way, nor do our easements provide for mailbox construction. All mailboxes

placed within the road right-of-way are placed there at the owner's risk. Replacement or installation of mailbox supports by the City of Baxter does not signify any change of ownership. The support remains the property of the owner and it is the owner's responsibility to maintain to conformance standards.

### **I. Interruption of Mail Delivery**

When the City of Baxter must remove and replace a mailbox support, it shall be done in such a manner as to cause no interruption of mail delivery if at all possible.

### **J. Spacing of Mailbox Supports**

1. Single Mailbox Support on a Single Support Post: the mailbox supports shall have a clear zone from all obstructions of 30 inches to allow for proper swing radius.
2. Multiple Mailboxes on a Single Support Post: The City of Baxter will approve a maximum of three mailboxes on one support. Mailbox supports shall have a clear zone from all obstructions of 45 inches to allow for proper swing radius.

### **K. Cluster Mailboxes**

Cluster Mailboxes will be allowed with location and design approval by the U.S. Postal and the City of Baxter Public Works Department.

### **L. Call Before You Dig [Gopher State One Call]**

48 hours prior to installation of any new mailbox support, contact the Gopher State One Call for utility locates (1-800-252-1166).