



SWING AWAY MAILBOX SUPPORT REQUEST

At the request of the applicant, Watonwan County will furnish and install swing away mailbox supports with post, support and mailbox mount board. The applicant will be responsible for the cost of the support, post, mount board and installation. The applicant is also responsible for the mailbox which the County will install. The County can also furnish the mailbox for an additional price. Price per installed support by the County will be \$150.00 and \$175.00 if the County furnishes the mailbox, tax included.

Alternatively, the applicant may choose to purchase the support from the County at the current rate below and install it themselves instead.

Please submit payment to:

Watonwan County
1304 7th Avenue South
St. James, MN 56081

Once payment has been received, the County will proceed with the installation process.

Number of supports to be installed by the owner: _____ at \$75.00 = _____
Number of supports to be installed by the County: _____ at \$150.00 = _____
Number of supports to be installed by the County with mailbox: _____ at \$175.00 = _____

Date: _____

Name: _____

Address: _____

Phone #: _____

Signature: _____

Return to:

publicworks.permits@co.watonwan.mn.us

or

Watonwan County Public Works Department
1304 7th Avenue South
St. James, MN 56081

Ph: (507) 375-3393
Fax: (507) 375-1301

Permit # _____
(County will assign)

Watonwan County Mailboxes Policy

The purpose of this policy is to establish uniformity and consistency in the application, installation, and maintenance of mailbox supports on Watonwan County's highway system.

It is the goal of Watonwan County Public Works Department to provide public rights-of-way for the travelling public that are safe, efficient, and free of unnecessary hazards, while providing minimum inconvenience to property owners. Minnesota law declares certain mailbox installations to be a public nuisance, a road hazard, and a danger to the health and safety of the travelling public (Minnesota Rules Chapter 8818), and authorizes the road authority to remove and replace the nonconforming supports (Statute 169.072).

Definitions

The important features of an approved, conforming mailbox design for rural roadways include the following:

1. The post located a minimum of 3 feet from the edge of the road shoulder
2. The front of the mailbox located above the edge of the shoulder
3. The bottom of the box at the proper height (normally 38-inch minimum to 42-inch maximum—check with the mail carrier)
4. An installation that will pivot or rotate in some fashion when a snowplow hits the mailbox

Policy

The Watonwan County Public Works Department will replace all nonconforming mailbox supports as part of a reconstruction/resurfacing project. Watonwan County will continue to monitor existing mailbox supports and notify owners of their noncompliance and offer installation of approved supports for a fee (see swing away support request form for current fees). Mailbox supports will be provided to landowners as part of the entrance permit process; all new developments will receive new mailbox supports.

Policy Criteria

Replacement of Mailbox Supports under County Highway Improvement Program

Watonwan County Public Works Department will provide and install, at the county's expense, conforming mailbox supports within the limits of all Watonwan County Public Works Departments highway reconstruction and highway resurfacing projects. The county is able to provide this service only on reconstruction/resurfacing projects since they are an eligible state aid expense and are therefore reimbursable.

Replacement of Unlawful Mailbox Supports and Installations

Any mailbox support deemed unlawful by the Watonwan County Highway Department, as defined by Minnesota Rules Chapter 8818, must be replaced. Once a support is deemed unlawful, the owner will be notified in writing that the owner must replace it within 60 days. As an incentive to use approved supports, the county provides the following options:

- The owner may purchase the support from the county/city at the current rate, install it him- or herself, and remove the unlawful support.
- The county/city will furnish and install an approved support for the fee currently in effect (see swing away support request form for current fees).

An unlawful support remaining after the expiration of the 60-day period will be removed and replaced by the county at the owner's expense—up to \$175.00—to cover the costs incurred.

Replacement of Damaged Mailbox Supports by Agency

The Highway Department will replace all lawful mailbox supports (not mailboxes) damaged by county equipment during snowplowing operations or other maintenance activities provided the support was properly installed according to U.S. Postal and Watonwan County Highway Department standards. The county will not replace supports damaged by third parties.

Mailbox Support Requirements—Access Permits

The Watonwan County Highway Department will require that all mailbox supports associated with the issuance of an access permit be constructed in accordance with the Department's specifications for lawful supports. The property owner will pay for the cost of the supports. The county will furnish and install an approved support for the fee currently in effect (see swing away support request form for current fees). The owner may opt to purchase the support from the county at the current rate (see swing away support request form for current fees), and install it him- or herself.

Miscellaneous Attachments to Mailbox Supports

Newspaper delivery boxes, advertisement delivery boxes, nameplates, address plates, etc., must not be installed underneath the mailbox, whether attached to the mailbox support or on a separate post. The area underneath the mailbox must 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.

Ownership of Mailbox Supports

Mailboxes and mailbox supports are the property of the mail route patron. Watonwan County Public Works does not issue written permits for the placement of mailboxes within the road right-of-way, nor does its 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 county 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.

Interruption of Mail Delivery

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

Spacing of Mailbox Supports

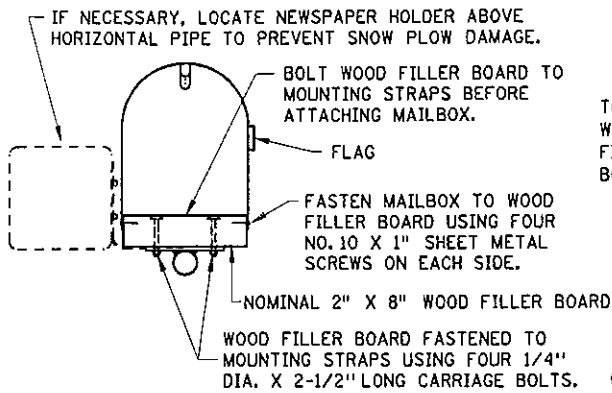
In accordance with Minnesota Rules Chapter 8818, mailbox supports shall be spaced no closer than 30 inches.

Call Before You Dig (Gopher State One Call)

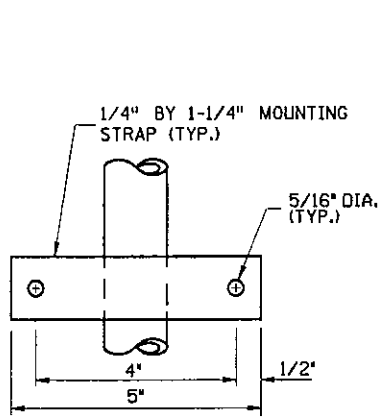
Forty-eight hours before installation of any new mailbox support, contact the Gopher State One Call for utility locates (1-800-252-1166).

Financial Considerations

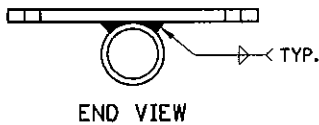
The new mailbox supports that have been installed by Watonwan County Public Works become and remain the property of the owner upon completion of the installation. Maintenance of mailbox supports becomes the responsibility of the owner. Mailboxes are the owner's responsibility and must conform to U.S. Postal Service requirements.



SECTION A-A

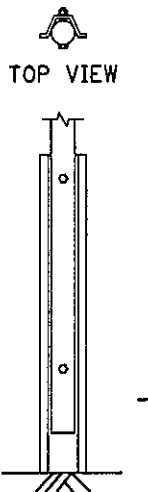


TOP VIEW



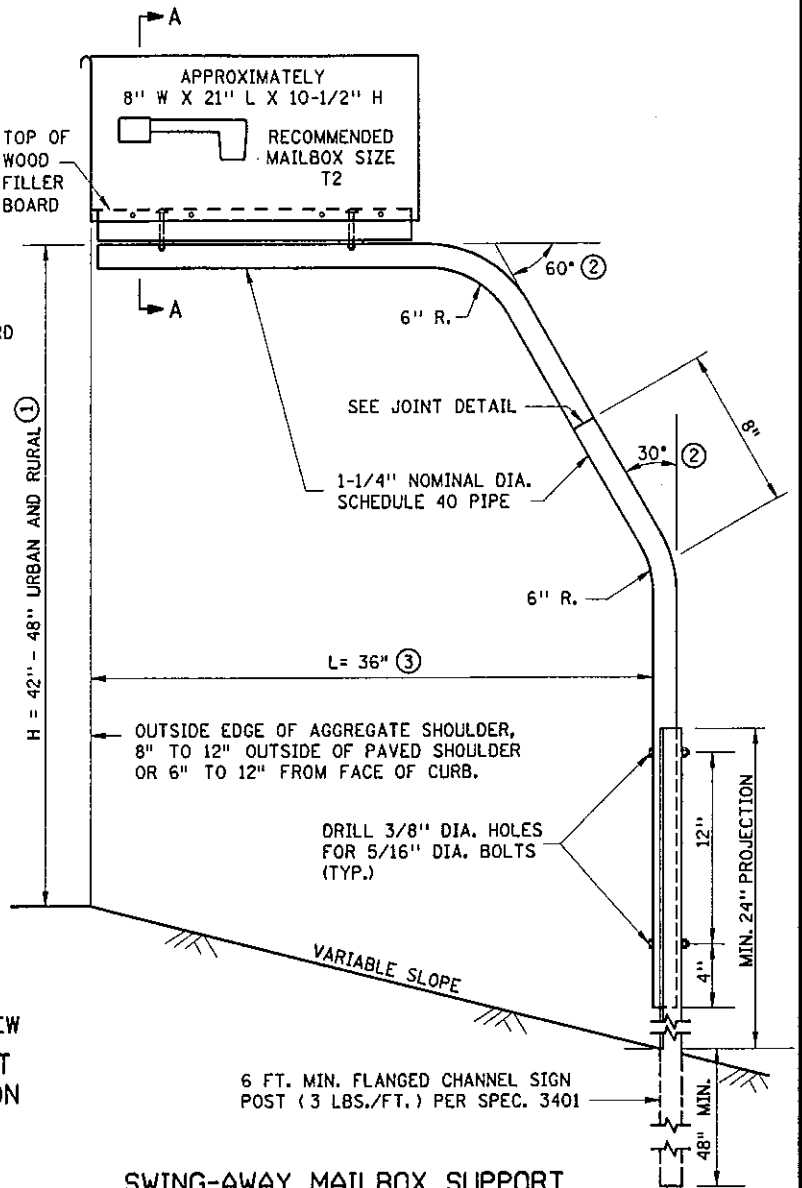
END VIEW

MOUNTING STRAP DETAIL

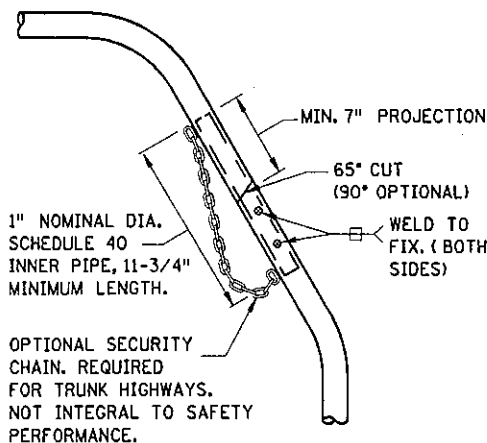


TOP VIEW

ROADWAY VIEW
PIPE/POST
CONNECTION



SWING-AWAY MAILBOX SUPPORT



JOINT DETAIL

NOTES:

MAILBOX LOCATIONS SHOULD BE STAKED BEFORE INSTALLATION FOR PROPER HEIGHT AND DISTANCE FROM THE ROADWAY. ONCE STAKED, THE INSTALLER MUST NOTIFY THE ENGINEER AND THE POST OFFICE. THE ENGINEER AND THE POSTMASTER SHALL APPROVE THE STAKED LOCATIONS PRIOR TO FINAL INSTALLATION.

THE MINIMUM SPACING (CENTER TO CENTER) BETWEEN MULTIPLE MAILBOX SUPPORTS SHALL BE EQUAL TO THE HEIGHT OF THE MAILBOX SUPPORT.

OTHER MAILBOX SUPPORT DESIGNS MAY BE USED IF THEY SATISFY NCHRP REPORT 350 CRITERIA IN ACCORDANCE WITH FHWA ACCEPTANCE LETTER, MEET MINNESOTA RULES 8818 AND U.S. POST OFFICE RECOMMENDATIONS AND ARE IN COMPLIANCE WITH MN/DOT REQUIREMENTS WHICH MAY INCLUDE THE FOLLOWING (REQUIRED ON TRUNK HIGHWAYS):

- PIPE SHALL CONFORM TO SPEC. 3362, SCHEDULE 40 OF ASTM A53/A53M.
- ALL FASTENERS SHALL CONFORM TO SPEC. 3391.
- PIPES, POST AND OTHER STEEL COMPONENTS SHALL BE GALVANIZED PER SPEC. 3392.

THE CONTRACTOR SHALL SEND THE SHOP DRAWINGS TO THE ENGINEER FOR APPROVAL. FOR QUESTIONS REGARDING DESIGN ELEMENTS AND BREAKAWAY FEATURES, CONTACT THE DESIGN STANDARDS UNIT.

- ① ANY CHANGE IN HEIGHT (H) MUST BE APPROVED BY LOCAL POSTMASTER.
- ② 45° BENDS MAY BE USED AS AN OPTION.
- ③ A 48" OR 53" CANTILEVER LENGTH (L) MAY BE USED AS AN OPTION FOR NON-TRUNK HIGHWAY USE.

APPROVED JUNE 1, 2007

M. Rakus

STATE DESIGN ENGINEER

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION

MAILBOX SUPPORT
SWING-AWAY TYPE

SPECIFICATION
REFERENCE

3362
3391
3392
3401

STANDARD
PLATE
NO.

9350A