

Effective: 11/20/12

Mailbox Placement & Maintenance Policy

Mailboxes and mailbox supports are the property of the mail route patron and must be placed and maintained by the patron. Clay County does not issue 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.

When there is an accumulation of snow, the location of mailboxes close to the highway makes the plowing operations of the County difficult and renders the boxes susceptible to damage as a result of such activity. It is the County's policy to use special care and consideration when plowing snow in their vicinity. Despite this care and consideration, some mailboxes will be knocked down or destroyed during the snow removal season. In the vast majority of cases it is the weight of snow coming off a snowplow or wing which destroys a mailbox. On occasion, however, County equipment will hit and damage the mail box.

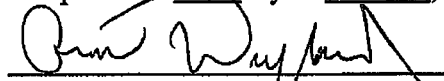
We believe most of the mailbox damage which occurs during a typical winter would be eliminated if postal patrons were to install a swing away style mailbox support. Attached is a steel post mailbox support diagram which we recommend. This mailbox configuration has been crash tested and is acceptable in terms of nationally tested safety criteria. It is the only support approved by Clay County.

The use of this approved mailbox support provides a much safer driving environment for all motorists. It also makes the job of snow removal much easier and reduces costs and irritation to the mail patron when boxes are destroyed due to flying snow and occasional accidental impacts. Consequently, Clay County's policy encourages the use of this recommended support.

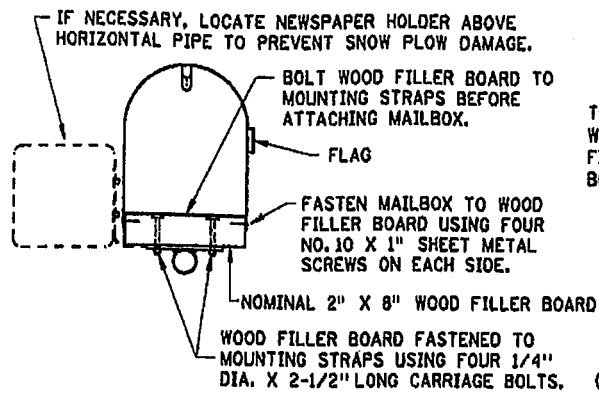
If a properly placed mailbox support conforming to the approved swing away style design is hit by a plow wing and is damaged or destroyed, the County will repair or replace the mailbox and support. Any damage caused by flying snow is the responsibility of the mailbox owner. Any other non-conforming mailbox support configurations are not eligible for repair or replacement by the County.

David L. Overbo, P.E.
Clay County Highway Engineer

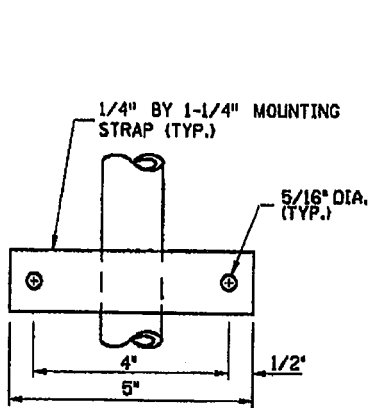
Adopted this 20 day of November, 2012



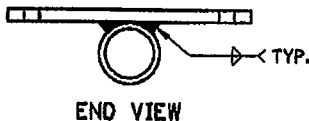
Chair
Clay County Board of Commissioners



SECTION A-A



TOP VIEW

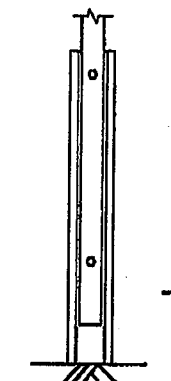


END VIEW

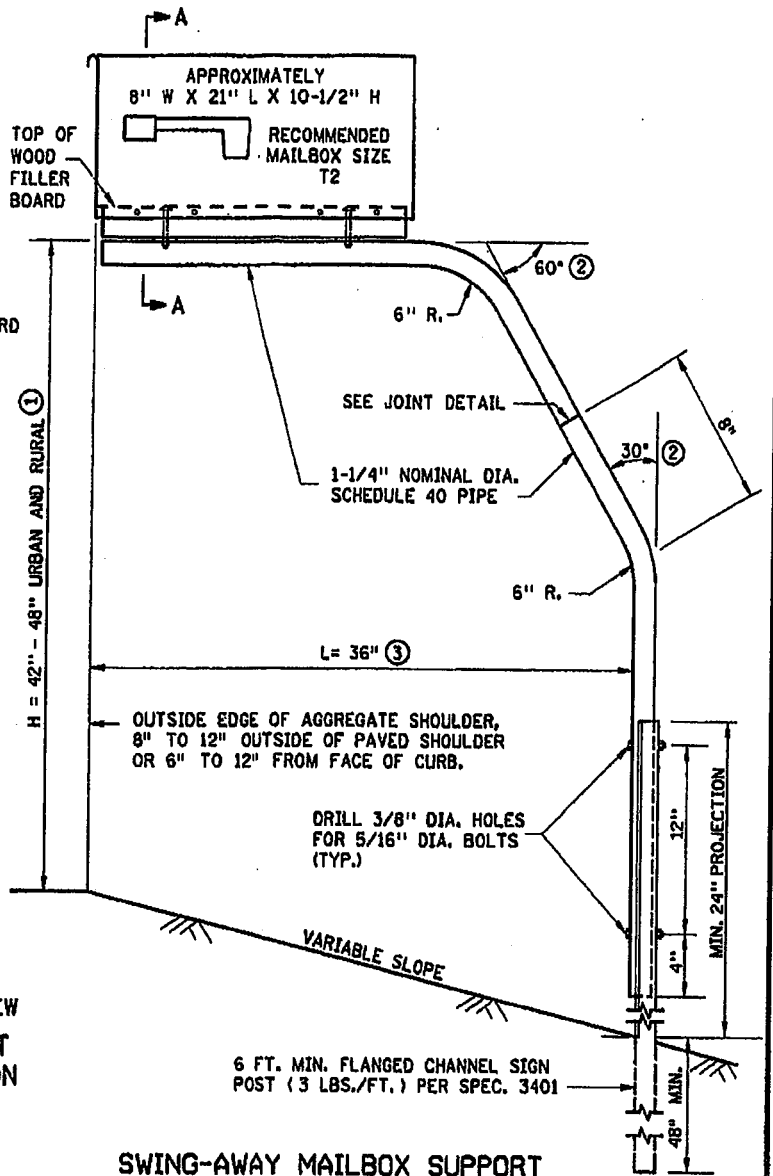
MOUNTING STRAP DETAIL



TOP VIEW



ROADWAY VIEW
PIPE/POST
CONNECTION



SWING-AWAY MAILBOX SUPPORT

PRIOR TO INSTALLATION:

- Contact your local Post Office for proper location of mailbox
- Contact Gopher State One Call (GSOC) for a Locate Request at (800)252-1166 or go online at www.gopherstateonecall.org

Mailbox Support Kit:

- Mailbox Standard (2 tubes)
- 6' 3# Post (1)
- Mounting Board (1)
- Bolts (2)

AVAILABLE AT:

CLAY COUNTY HIGHWAY DEPARTMENT
2951 41 1/2 ST. S.
MOORHEAD, MN 56560
(218)299-5099

APPROVED JUNE 12 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