Effective: 11/12/2019

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 County equipment, the County will repair or replace the mailbox and/or support. Any other non-conforming mailbox support configurations will be evaluated by County Personnel on a case by case basis, and any replacement will only be with an approved swing away style support. Any damage caused by flying snow is the responsibility of the mailbox owner.

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

Adopted this 12th day of November, 2019

Chair
Clay County Board of Commissioners
IF NECESSARY, LOCATE NEWSPAPER HOLDER ABOVE HORIZONTAL PIPE TO PREVENT SNOWFLOW DAMAGE.

BOLT WOOD FILLER BOARD TO MOUNTING STRAPS BEFORE ATTACHING MAILBOX.

FASTEN MAILBOX TO WOOD FILLER BOARD USING FOUR NO. 10 X 1" SHEET METAL SCREWS ON EACH SIDE.

NOMINAL 2" X 8" WOOD FILLER BOARD

WOOD FILLER BOARD FASTENED TO MOUNTING STRAPS USING FOUR 1/4" DIA. X 2-1/2" LONG CARRIAGE BOLTS.

SECTION A-A

TOP VIEW

1/4" BY 1-1/4" MOUNTING STRAP (TYP.)

5/16" DIA., (TYP.)

1/2"

TOP VIEW

ROADWAY VIEW

PIECE/POST CONNECTION

END VIEW

MOUNTING STRAP DETAIL

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 1, 2007

STATE DESIGN ENGINEER

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION

MAILBOX SUPPORT
SWING-AWAY TYPE

SPECIFICATION
REFERENCE
3362
3391
3392
3401

STANDARD PLATE
9350A