

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.

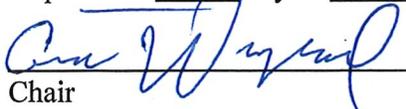
We believe most of the mailbox damage which occurs during a typical winter would be eliminated if postal patrons were to install a swing away style mailbox support. Attached is a steel post mailbox support diagram which we recommend. This mailbox configuration has been crash tested and is acceptable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

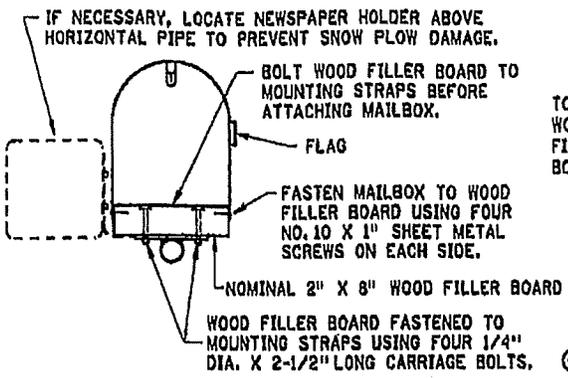
The use of this approved mailbox support provides a much safer driving environment for all motorists. It also makes the job of snow removal much easier and reduces costs and irritation to the mail patron when boxes are destroyed due to flying snow and occasional accidental impacts. Consequently, Clay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

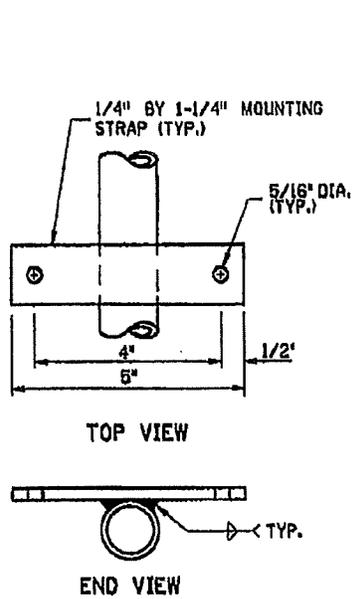
David L. Overbo, P.E.
Clay County Highway Engineer

Adopted this 12th day of November, 2019

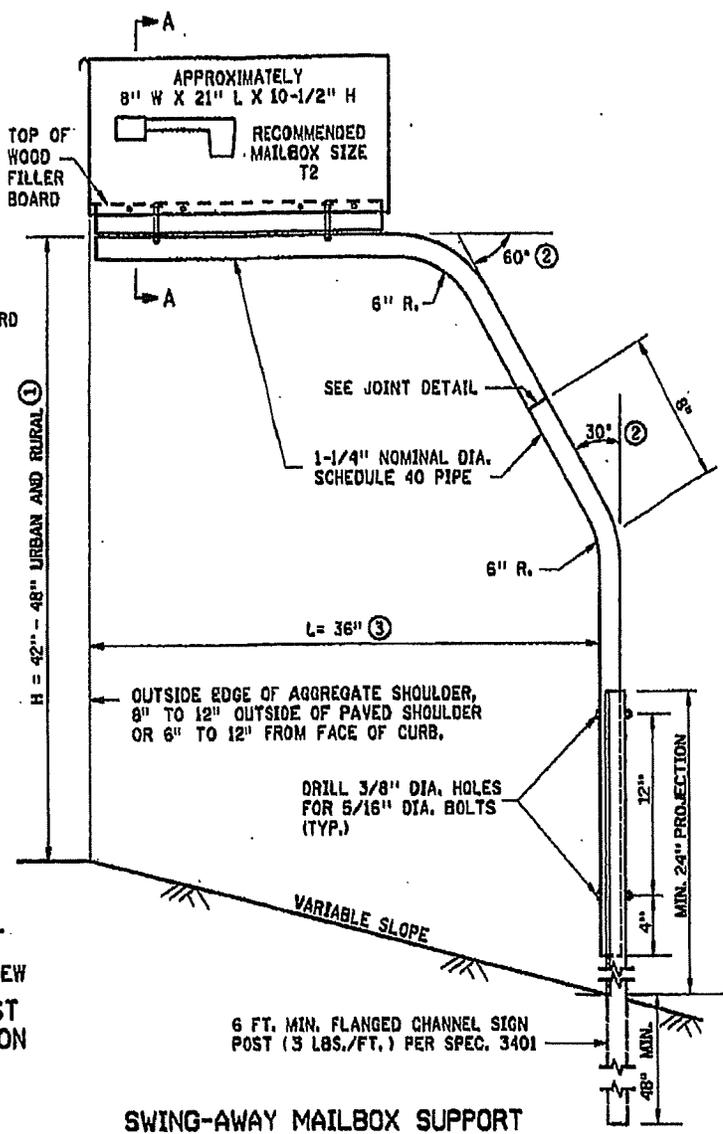

Chair
Clay County Board of Commissioners



SECTION A-A



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
 NO,
9350A