

POLICY

NUMBER: **100**
SECTION: **100.09**

SUBJECT: **MAILBOXES**

POLICY: Mailboxes, if requirements in paragraph 2 of the procedures below are met, will be replaced by the Road Commission with a standard mailbox if hit by the road commissions equipment.

If the mailbox is hit with snow, ice, etc., the resident may bring in the damaged box and/or post and the Road Commission will provide a standard mailbox and/or post. The commission will not assume responsibility for the installation. Residents may pick up one replacement box and/or post per year and will sign acknowledgement form.

Mailboxes will be reinstalled if it has to be removed during construction or maintenance operations.

PROCEDURES:

1. Incoming calls are relayed to Foremen and/or the Superintendent if the citizen says our equipment has damaged or retired the box or pole.
2. The road commission is authorized to remove mailboxes or posts that do not meet requirements and, therefore, are hazardous to the public. No mailbox post to be stronger than 4" x 4" pine or equivalent. The owners will be notified and given between 24 hours and 30 days to conform to standards, depending upon the degree of hazard. If unacceptable installations are not removed within the specified time, the road commission will handle removal at the owners' expense, as provided by Act 368, Public Acts of 1925, as amended. Mailbox posts will not be set in concrete and no more than 2 feet in the ground.
3. Contact your local postal service for Federal requirements.

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