

# Mailbox Installation & Replacement Policy

**Approved 6/7/2023**

This policy is to address installation within the Town of Brigham right-of-way and any damage claim by the property owner of the mailbox as a result of Town operations.

## Installation

Mailboxes within the right-of-way shall be installed with their posts or bases a minimum of two feet back from the edge of the existing shoulder of the road. The box shall be located 41 to 45 inches above the grade of the shoulder with the front of the box when opened not extending onto the back of the shoulder of the road. In an area where there is curb and gutter, the front of the mailbox shall be placed at a height of 41 to 45 inches above the surface of the road and 6 to 8 inches behind the front face of curb.

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

- A 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (i.e. – milk cans filled with concrete).
- Bury your post no more than 24" deep.

## Damage

The mailbox and post installed should be able to withstand the force of flying snow and slush from traffic and snow removal operations. Snowplow operators use a great deal of care when plowing Town roads under sometimes very difficult conditions; however, accidents can happen, and mailboxes may be damaged. The property owner is obligated to contact the Town Office within 72 hours of damage to the mailbox. Any claim of damage from Town operations will be investigated by a Town employee.

Should the Town employee determine the damage was due to the weight of snow, improper installation, deteriorated posts or mounting materials, or for any reason other than being physically hit by the Town equipment, the Town will not be responsible for damage to the mailbox or post, and replacement will be at the property owner's expense.

Should the Town employee determine the Town equipment hit and damaged the mailbox, the mailbox will be replaced by the Town with a metal or plastic box acceptable to the U.S. Postal Service. Decorative or other types of ornamental mailboxes will not be replaced in kind.