

TOWN OF MERRILL MAILBOX POLICY

The following illustrate examples of unacceptable mailbox installations and supports and do not qualify for payment

1. Mailboxes or supports that encroach upon the travel way or shoulder of a roadway.
2. Installations with more than one vertical support.
3. A support using unsafe materials stronger than a wooden 4x4-inch post.
4. A mailbox that is not U.S. Postal Service approved.
5. Any neighborhood delivery or collection box units.
6. Mailbox and support that are in disrepair.

PAYMENT OF DAMAGED MAILBOXES

The Town of Merrill will pay **\$50 ONLY** for properly located and installed mailboxes and/or support damaged by actual physical contact with a Town of Merrill truck or equipment. Any mailbox that is paid \$50 by the Town of Merrill does not imply a change of ownership. **Mailboxes and support must be in good condition prior to damage.**

The Town of Merrill will pay \$50 for all damaged mailboxes after being notified and repairs are made pending inspection of proper placement and construction materials.

The Township of Merrill does have a temporary/portable mailbox and base that if available can be used temporarily.

LOCATION AND INSTALLATION OF MAILBOXES

The proper location and installation of mailboxes can minimize potential hazards and provide safe travel, convenient mail delivery, and effectively accommodate maintenance activities.

Figure 7 displays the proper location of a mailbox. Per US Postal guidelines.

MAILBOX SUPPORTS

Mailbox supports must be designed so that if struck, it will bend or fall away from the striking vehicle to prevent severe damage to the vehicle or injury to the traveling public. Massive supports such as telephone poles, heavy metal posts, concrete posts, antique farm equipment, or other similar items are prohibited. No other object, including, but not limited to, landscaping boulders or fences may be placed near the mailbox. If possible, all newspaper tubes and mailboxes shall be placed on the same post to avoid unnecessary posts within the public right-of-way.

ADOPTED BY TOWN OF MERRILL BOARD 9TH DAY OF MARCH, 2026.

Figure 7. Proper Mailbox Installation

