

**MAIL AND NEWSPAPER DELIVERY BOX
INSTALLATION AND MAINTENANCE POLICY**

1. PURPOSE:

- a. The purpose of this policy is to allow the placement and maintenance of mail and newspaper delivery boxes (hereinafter jointly referred to as mailbox) within the right-of-way of public roads in such a manner that does not interfere with the safety of the traveling public and ability of the Public Works Department to perform road maintenance.

2. AUTHORITY:

- a. The authority of the Board of Selectmen to adopt this policy is derived from RSA 41:11.

3. GENERAL:

- a. The location and construction of mailboxes shall conform to the rules and regulations of the United States Postal Service, American Association of State Highway and Transportation Officials and standards established by the Town of Hollis. The potential for disabling injury and the resulting civil action is reduced when mailboxes are installed using approved methods and materials that are designed for highway safety. The Town of Hollis shall not be held responsible for damages incurred by mailbox installations.

4. MAILBOX DESIGN:

- a. Mailbox shall be U.S. Postal Service Approved.

5. MAILBOX APRON:

- a. A mailbox apron shall be constructed when installing or upgrading a driveway. Minimum dimensions are 3' wide and 10' long. This apron shall be paved on all paved roads and graveled on gravel roads. Aprons will be required to meet same specifications as driveways. Mailbox, apron installation and maintenance are the responsibility of the homeowner. The driveway apron may be considered part of the mailbox apron, if applicable.

6. MAILBOX LOCATION:

- a. All mailboxes shall be located on left side of driveway upon entering, unless mail is delivered on opposite side of roadway (Refer to Post Office).
- b. Streets with dual directional delivery shall not have mailboxes located directly opposite each other. Dual directional delivery is not recommended by the Hollis Department of Public Works.
- c. Mailbox installations shall not block driveway sight distance.

7. MINIMUM SET BACK REQUIREMENTS:

- a. Paved road with no curbing - the mailbox post shall be located no closer than 5' to the paved edge of the road and the mailbox face shall be no closer than 3' to the paved edge of the road.
- b. Paved road with curbing - the mailbox face shall be 12" behind traffic face of curb or 8" behind curb whichever is greater.
- c. Road with sidewalk - no mailbox is to be located on a sidewalk. Existing mailboxes placed in the sidewalk at the effective date of adoption or amendment of this policy may remain in place and shall be non-conforming. Future replacement of non-conforming mailboxes shall not be permitted unless there is no other practical solution.
- d. Gravel road - the mailbox post shall be no closer than 5' to the graded travel way. The mailbox face shall be no closer than 3' to the graded travel way.
- e. Guardrail - if a mailbox is located in the vicinity of a guardrail it shall be placed behind the guardrail.
- f. Setbacks - distances are minimum requirements and it is recommended that setbacks be increased whenever possible.
- g. Minimum setbacks - setback and location may be adjusted due to physical barriers "stone walls, culverts, etc." Contact Director of Public Works.

8. MAILBOX POST, STRUCTURE AND DESIGN:

- a. Wood post should not exceed 4"x 4" or 4.5" round.
- b. Metal post should be hollow steel or aluminum and not to exceed 2" in diameter.
- c. Plastic molded post are acceptable and any other post stamped "US Postal Approved"
- d. Wood or metal post should be embedded into the ground no more than 2' with no concrete or anchor plate. An anti-twist device installed on metal post is acceptable when installed to no more than 10" deep.
- e. Mailbox height should be 40" to 46" to the bottom of the box.
- f. Street address number shall be displayed using 3" numbers visible from both travel directions
- g. No more than two mailboxes should be mounted on a post. Lightweight paper boxes are acceptable.

- h. All mailboxes should be firmly attached to supports that yield or break away safely if struck by a vehicle.
- i. Cantilever and hanging type mailboxes are acceptable and encouraged.
- j. Massive mailbox supports such as stone, granite, brick, railroad ties, columns etc. are potentially hazardous and are not acceptable.

9. DAMAGE AND SNOW REMOVAL:

- a. Residents shall be responsible for cleaning snow around their mailbox to assure delivery of mail. The Town's primary obligation is to insure that roadways are kept free of snow and ice. Most mailboxes are located within the public right-of-way and occasional damage to them is often unavoidable. Any Highway Department employee who knows that damage was done to a mailbox during maintenance activity shall report the incident to his / her immediate supervisor and any citizen may file a mailbox damage claim with the Public Works Department within (7) days of when the damage occurred. Upon investigation by the Director of Public Works or designee, the town may authorize a reimbursement of up to \$100 or choose to repair/replace the damaged mailbox. This amount is intended to cover any and all damages to the mailbox, post and brackets. No reimbursement in excess of \$100 shall be provided, regardless of the location, size, original cost or elaborateness of the mailbox and post. The Town of Hollis will not authorize reimbursement for mailboxes unless the plow physically hits the structure and the mailbox was installed in accordance with this policy (snow from the plow shall not be considered part of the plow).

10. ENFORCEMENT:

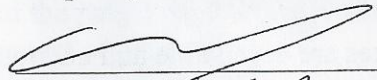
- a. A owner of a non-conforming installation will assume all risks and liabilities associated with such an installation.

11. SEVERABILITY:

- a. If any section, subsection, paragraph, clause, sentence, phrase, or word contained in this policy shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portion of this policy, which shall remain in full force and effect and, to this end, the provisions of this policy are hereby declared severable.

12. ADOPTION AND EFFECTIVE DATE:

- a. This policy is effective immediately upon acceptance of the Board of Selectmen.



Vahri Manoukian, Chairman



David Petry, Vice-Chairman



Mark Johnson



Mark LeDoux

Frank Cadwell

5-12-08

Date