

**COMMISSION POLICY****POLICY #9.16**

**SUBJECT:** Public Right-of-Way Encroachments and Regulations for Mailboxes and Newspaper Delivery Boxes

**DATE ADOPTED**  
February 19, 2008

**PAGE (BCC MINUTES)**  
Page 26

**OBSOLETE VERSIONS** *(Can be found in the Inactive Policy Book.)*

**DATE ADOPTED**  
March 4, 1999

**PAGE (BCC MINUTES)**  
Book 22, pg. 44-46

**POLICY STATEMENT**

This policy states that existing structures, mailboxes or newspaper delivery boxes on County maintained right-of-ways that are determined by the Baldwin County Highway Department (BCHD) to interfere with the safety of the traveling public, conflict with maintenance and/or construction, or do not conform to mailbox regulations, (see attached *Regulations for the Accommodation of Mailboxes and Newspaper Delivery Boxes on Public Highway Rights-of-Way*) shall be removed by the property owner(s). Reasonable Notice will be given in writing detailing the violation (see attached Encroachment Form *Notice*) and shall be furnished to the property owner(s) in advance. Failure to remove from the public right-of-way within three (3) days will result in removal as directed by the Commission with the incurred expenses levied on the property owner(s).

**PROCEDURAL REQUIREMENT**

In order to carry out this policy, the following steps must be taken:

1. A determination is made by the BCHD that an existing structure, mailbox, etc. on a County maintained right-of-way is an encroachment or nonconforming mailbox. The Highway Department will prepare a Work Order for tracking the removal of the encroachment.
2. An Encroachment Form *Notice* is sent to the property owner(s) detailing violation and giving a three (3) day deadline for removal.
3. After three (3) days, the BCHD will monitor violation for compliance.

4. If the encroachment still remains, the BCHD will remove as directed by the County Engineer with the incurred expense levied on the property owner(s).

### **FORMS/ATTACHMENTS/EXHIBITS**

Notice (*Encroachment Form*)

Regulations for the Accommodation of Mailboxes and Newspaper Delivery Boxes on Public Highway Rights-of-Way

# NOTICE

**This encroachment is blocking a  
PUBLIC RIGHT-OF-WAY  
and is hereby ordered to be removed within 3 days by order of the  
BALDWIN COUNTY COMMISSION.**

**Failure to remove from the  
PUBLIC RIGHT-OF-WAY  
will result in removal as directed by the  
COMMISSION OR COUNTY ENGINEER  
with the incurred expenses levied on the  
ENCROACHMENT'S OWNER.**

**CHAIRMAN  
BALDWIN COUNTY COMMISSION**

Notice issued to:

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Violator's Name/Address (If known)

Description of  
Encroachment:

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Notice issued by:

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Print Name

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Signature

Date Notice issued:

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Time Notice issued:

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Area issued in:

Area 100 \_\_\_\_\_

Area 200 \_\_\_\_\_

Area 300 \_\_\_\_\_

Name of Road:

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**Please contact the  
BALDWIN COUNTY HIGHWAY DEPARTMENT  
@ 937-0371 for further information**

**Baldwin County Highway Department  
P.O. Box 220  
Silverhill, AL 36576**

**Regulations for the Accommodation of Mailboxes and Newspaper Delivery Boxes on Public Highway Rights-of-Way**

No mailboxes or newspaper delivery box (hereafter referred to as mailbox) will be allowed to exist on Baldwin County's rights-of-way if it interferes with the safety of the traveling public or the function, maintenance, or operation of the County Highway System.

The location and construction of mailboxes shall conform to the rules and regulations of the U.S. Postal Service as well as to standards established by the Baldwin County Highway Department (BCHD).

Mailbox installation that conforms to the following criteria will be considered acceptable unless in the judgment of an engineer of the BCHD, the installation interferes with the safety of the traveling public or the function, maintenance, or operation of the County Highway System.

**1. Location of Mailbox**

- a) No mailbox will be permitted where access is obtained from the lanes of a freeway or where access is otherwise prohibited by law or regulation.
- b) Mailboxes shall be located on the right-hand side of the roadway in the direction of the delivery route except on one-way streets where they may be placed on the left-hand side. The bottom of the box shall be set at an elevation established by the U.S. Postal Service, usually between 3 feet and 4 feet above the roadway surface. The roadside face of the box shall be offset from the edge of the traveled way a minimum distance of the greater of the following: 8 feet (where no paved shoulder exists and shoulder cross-slope is 13% or flatter), the width of the all-weather shoulder present plus 8 inches to 12 inches, or the width of an all-weather turnout specified by the BCHD plus 8 inches to 12 inches.
- c) Exceptions to the lateral placement criteria above will exist on residential streets and certain designated rural roads where the BCHD deems it in the public interest to permit lesser clearances or to require greater clearances. On curbed streets, the roadside face of the mailbox shall be set back from the face of curb a distance between 6 inches and 12 inches. On residential streets without curbs or all-weather shoulders and that carry low-traffic volumes operating at low speeds, the roadside face of a mailbox shall be offset between 8 inches to 12 inches behind the edge of pavement. On very low-volume rural roads with low-operating speeds, the BCHD may find it acceptable to offset mailboxes a minimum of 6 feet 6 inches from the traveled ways and under some low-volume, low-speed conditions may find clearances as low as 2 feet 6 inches acceptable.
- d) Where a mailbox is located at a driveway entrance, it shall be placed on the far side of the driveway in the direction of the delivery route.
- e) Where a mailbox is located at an intersecting road, it shall be located a minimum of 100 feet beyond the center of the intersecting road in the direction of the delivery route. This distance shall be increased to 200 feet when the average daily traffic on the intersecting road exceeds 400 vehicles per day.

- f) Where a mailbox is installed in the vicinity of an existing guardrail, it should, wherever practical, be placed behind the guardrail.

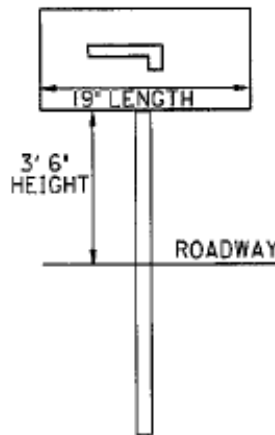
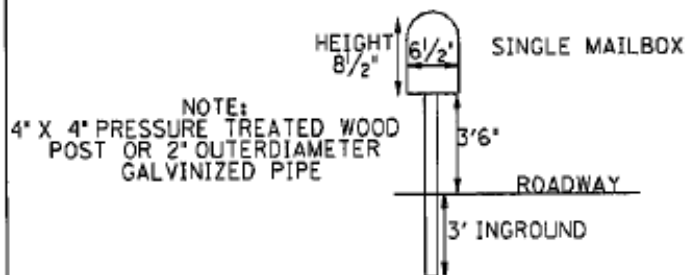
## **2. Structure of Mailbox**

- a) Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the U.S. Postal Service. Newspaper delivery boxes shall be of light sheet metal or plastic construction of minimum dimensions suitable for holding a newspaper.
- b) No more than two mailboxes may be mounted on a support structure unless the support structure and mailbox arrangement have been shown to be safe by crash testing. However, lightweight newspaper boxes may be mounted below the mailbox on the side of the mailbox support.
- c) Mailbox supports shall not be set in concrete unless the support design has been shown to be safe by crash tests when so installed.
- d) A single 4 inches x 4 inches square or 4 inches diameter wooden post or metal post with strength no greater than 2 inches in diameter standard strength steel pipe and embedded no more than 2 feet into the ground will be acceptable as a mailbox support. A metal post shall not be fitted with an anchor plate, but it may have an anti-twist device that extends no more than 10 inches below the ground surface.
- e) The post-to-box attachment details should be of sufficient strength to prevent the box from separating from the post top if the installation is struck by a vehicle. Figures 1 through 7 show acceptable attachment details and mailbox support assemblies. The exact support hardware dimensions and design may vary, such as having a two-piece platform bracket, or alternative slot and hole locations. The product must result in a satisfactory attachment of the mailbox to the post, and all components must fit together properly.
- f) The minimum spacing between the centers of support posts shall be three-fourths the height of the posts above the ground line.
- g) Mailbox support designs not described in this regulation will be acceptable if approved by an engineer of the BCHD.

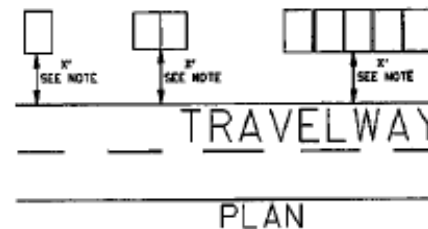
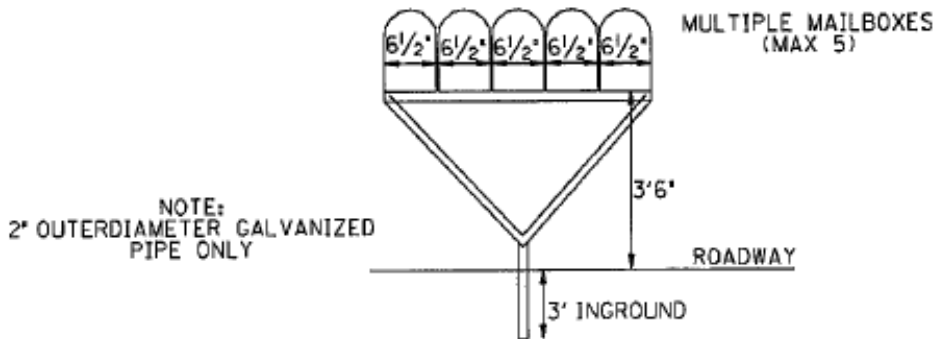
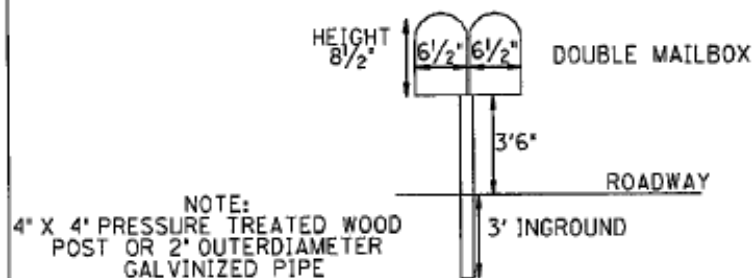
## **3. Removal of Nonconforming or Unsafe Mailboxes**

- a) Any mailbox that is found to violate the intent of this regulation shall be removed by the postal patron upon notification by the BCHD. At the discretion of the BCHD, based on an assessment of hazard to the public, the patron will be granted no less than 24 hours nor more than 10 days to remove an unacceptable mailbox. After the specified removal has expired, the unacceptable mailbox will be removed by the BCHD at the postal patron's expense.

# DETAIL OF MAILBOX MOUNT NTS



MAILBOX DIMENSIONS			
	LENGTH	WIDTH	HEIGHT
SIZE NO 1	19"	6 1/2"	8 1/2"
SIZE NO 2	21"	8"	10 1/2"
SIZE NO 3	23 1/2"	11 1/2"	13 1/2"



NOTE: HORIZONTAL OFFSET SHALL MEET REQUIREMENTS OF ALDOT STANDARD DRAWINGS #1231 & #1232, AND ALSO US POSTAL SERVICE REQUIREMENTS.