



CITY OF NORWALK, OHIO MAILBOX REPLACEMENT POLICY

Residents:

Residents are encouraged to inspect, replace and/or repair your mailbox before the snow season so it is sturdy enough to withstand the sludge, etc. thrown by the plow. It is the responsibility of the property owners of each mailbox to remove snow/ice to ensure mail delivery. Mailboxes should not overhang any curb nor pavement surfaces used as part of the travel lanes. Follow both USPS and ODOT regulations for proper placement.

Policy:

The city only repairs/replaces properly installed/placed* mailboxes and posts that are directly hit by the snow plow. The city does not repair/replace mailboxes and posts that are damaged by snow thrown from the snow plow or mailboxes that lean out over the curb. The City does not repair/replace posts that were rotten at/near the base and failed due to age or natural deterioration of such posts.

The City is not responsible for damage to mailboxes located in the City right of way which are damaged as a result of snow and/or ice or any other object dispersed from the snow plow blade during street clearing of snow by City crews.

If a mailbox is improperly positioned as per ODOT & United States Postal Service requirements and/or overhanging the curb or edge of pavement and is struck by the City plow, the city is not responsible for damage.

If a properly positioned mailbox, (usually 6-8" behind the face of curb or edge of pavement) meeting ODOT & United States Postal Service requirements, is struck by City snow removal equipment due to non-weather related causes, the City will either repair or replace the mailbox/post with a simple standard mailbox/post.

The City reserves the right to make a (repair/replacement/no replacement) determination on a case by case basis. A call should be made to the General Services Department and a determination will be made within 24 hours of a call placed during working hours. If a determination (repair/replacement/no replacement) cannot be clearly made, the mailbox and/or post will be repaired/replaced.

Direct replacements/compensation (requested by homeowner):

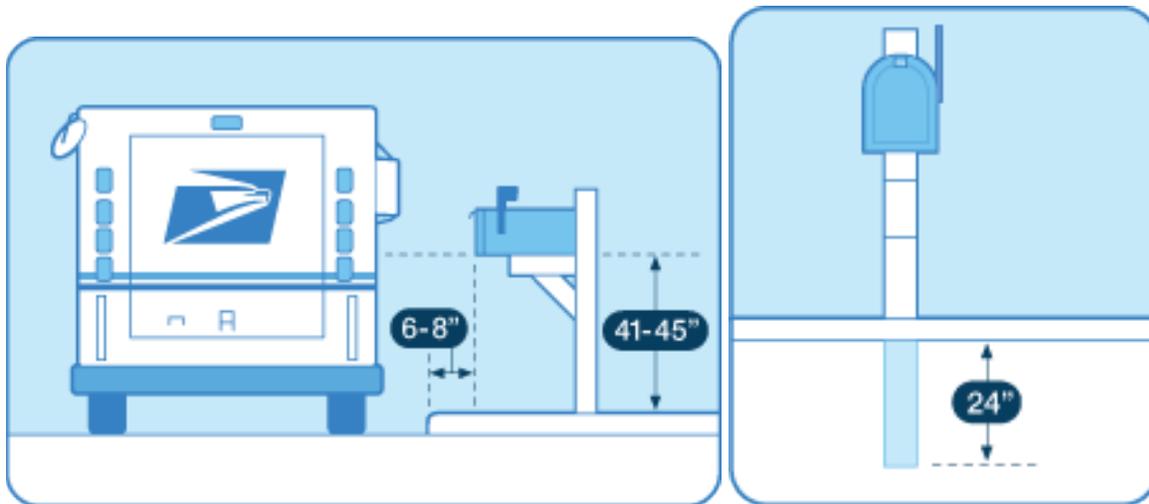
In the instance a homeowner requests direct replacement, the City shall not pay more than \$50 for a replacement. In this instance, if a determination of (replacement/no replacement) cannot be clearly made, the homeowner will be awarded up to \$50 for replacement. Also in instances of direct replacement, a form describing the post,



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material type, mailbox, location in reference to the roadway, extent of damage and receipt for purchase is required to be completed prior to disbursement.

*From USPS:



*From ODOT:

Mailbox supports (from ODOT access management manual 2010):

Mailbox installations within the clear zone shall be installed as shown in Figure 803-1 using “breakaway” type supports. Satisfactory supports are as follows:

- 1.) Maximum 4” x 4” square or 4.5” diameter round timber
- 2.) Maximum 2” diameter (2-3/8” OD) Schedule 40 standard strength steel pipe.
- 3.) Any material with breakaway cross section characteristics equivalent to 1 or 2 above.

Group Mailbox supports should be placed on three foot centers and the turnout lengthened to accommodate the grouping. No more than two mailboxes shall be placed on each post.

Where guardrail exists, mailboxes and their supports should be located behind the guardrail. Supports must still meet the breakaway requirements listed above.

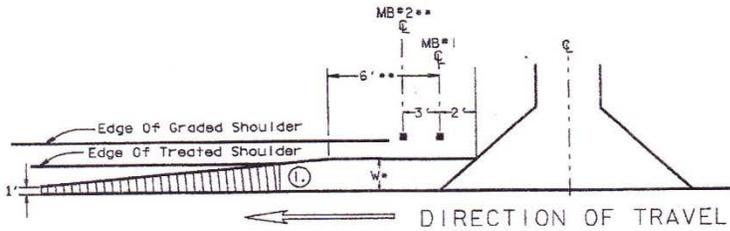


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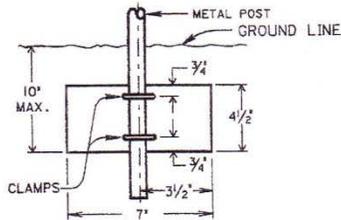
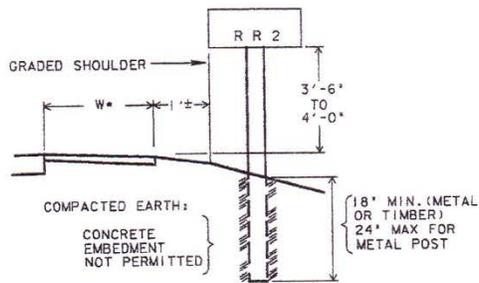
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October 1992

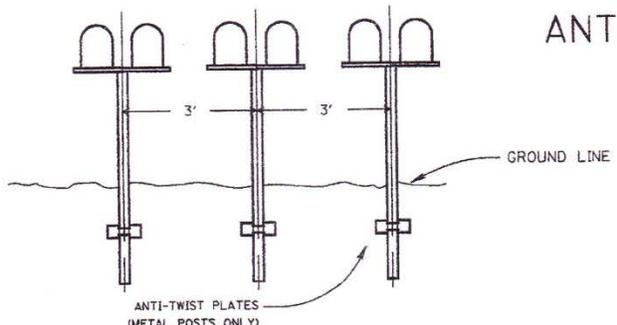
<h1>MAILBOX FACILITIES</h1>	<h2>803-1</h2>
	REFERENCE SECTION 803.1



- ① End mailbox turnout at edge of treated shoulder or 1' which ever is greater
- Where posts are behind guardrail, turnout shall extend to face of guardrail. Where no guardrail is required, turnout width shall be 6' minimum.
- Add 3' for each additional mailbox



ANTI-TWIST PLATE



GROUP MAILBOX INSTALLATION

Effective 3-12-14