GENERAL NOTES

1. The location and construction of mailboxes shall conform to the rules and regulations of the United States Postal Service as modified by this design standard.

2. Mailboxes will not be permitted on interstate highways, freeways, or other highways where prohibited by law or regulation.

3. The contractor shall give the Postmaster of the delivery route a written notice of project construction 7 days prior to the beginning of work, with Saturdays, Sundays and holidays excluded.

   The Contractor shall furnish and install one mailbox in accordance with this design standard at each mailbox patron location and maintain the mailbox throughout the contract period. The Contractor shall apply box numbers to each patron box in accordance with identification specifications of the Domestic Mail Manual of the U.S. Postal Service, where local street name and house numbers are authorized by the Postmaster or as a postal address, the Contractor shall inscribe the house number on the box, if the box is located on a different street than the patron residence. The Contractor shall designate the street name and house number on the box.

4. Mailboxes shall be metal construction only, in traditional style only, and only in size 1 as prescribed by the Domestic Mail Manual of the U.S. Postal Service (USPS). Mailbox production standards, lists of approved manufacturers and suppliers of mailboxes, design approval and guidance may be obtained by writing to the Rural Delivery Division, Delivery Service Department, Operation Group, USPS Headquarters, Washington, DC 20260.

5. Mailboxes shall be located on the right-hand side of the roadway in the direction of the delivery route, except on one-way roads and streets where they may be placed on the left-hand side.

   Mailboxes on rural highways shall be set with the roadside face of the box off the edge of the traveled way a minimum distance of the greater of the following:

   1. 6 ft. for 50,000 yds.
   2. 8 ft. for ADT over 50,000 yds.
   3. 10 ft. for ADT under 10,000 yds.

   When a mailbox is installed within the limits of a guardrail it should be placed behind the guardrail whenever practicable.

6. Mailboxes on curved surfaces, roads and streets shall be set with the face of the box between 6" and 12" back of face of curb. If the sidewalk data the curb or if an unusual condition exists which makes it difficult or impractical to install or serve boxes at the curb, the Contractor with concurrence of the local postal authority may be permitted to install an mailbox at the edge of the sidewalk, where they can be served by the carrier from the sidewalk.

7. No more than two mailboxes may be mounted in a support structure unless the support structure and mailbox arrangements have been shown to be safe by crash testing in accordance with NCHRP Report 350 and listed on the Department’s Qualified Products list (QPL). A Neighborhood Delivery and Collection Box Unit (NDCBU) is a specialized multiple mailbox installation that must be located outside the highway and street clear zone. The location of NDCBU is the sole responsibility of the Postmaster for the delivery route under consideration.

8. Lightweight newspaper receptacles may be mounted below the mailbox on the side of the support post in conformance with the USPS Domestic Mail Manual. The mail patron shall be responsible for newspaper receptacle installation and maintenance.

9. Wood and steel support posts for both single and double mailboxes shall be embedded no more than 24" into the ground.

   Concrete, block, brick, stone or other rigid foundation structure or pavement may be used at the discretion of the owner. Support posts shall be made of metal and embedded in concrete.

10. At driveway entrances mailboxes shall be located on the far side of the driveway in the direction of the delivery route.

   At intersecting roads mailboxes shall be located 100' or more from the centerline of the intersecting road on the far side in the direction of the delivery route, with the distance increased to 500 when the route volume exceeds 400 vehicles per day.

   Wood support posts shall be in conformance with the material and dimensional requirements of Section 952 and the treatment requirements of Section 953 of the Standard Specifications.

   Steel support posts shall have an external finish equal to or better than two coats of weather resistant, air dried or baked, paint or enamel. Surfaced shall be cleaned of oil, dirt and grime prior to painting. The Postal Service prefers that posts be painted white, but other colors may be used when approved by the Enginee. When galvanized posts are used painting is not required.

   Mounting brackets, plates, platforms, shelves and necessary hardware surface finishes are to be submitted to support post finish.

11. Mailboxes shall be set for under the contract unit price for mailboxes, each. Payment shall be full compensation for boxes, posts and accessory items essential for installation in conformance with this standard, erection, adjustments to suit construction needs, and, for identification letters and numbers.

   Payment shall be made to one mailbox by payment on performance and completion of installing mailbox.

   The above compensation shall include any work and cost incurred by contractor for the removal and disposal of existing mailboxes.

   There shall be no payment participation for NDCBU furnishing, assembly, installation, resetting or relocation.
FLANGED CHANNEL

FLANGED CHANNEL

STEEL ADAPTER PLATE

STEEL BRACKET

STEEL FLANGED CHANNEL SUPPORT POSTS
STEEL PIPE AND WOOD SUPPORT POSTS

STEEL PLATFORM

Note: See General Notes for finish requirements.

2" Ø PIPE POST

15"

6 x 6" Slow

2" x 1/2" Slow (4 Req'd.)

6 x 1/2" Slow (4 Req'd.)

6 x 3/8" Slow

END VIEW

STEEL SHELF

TOP VIEW

STEEL ANTI-TWIST PLATE

STEEL CLAMP

STEEL BRACKET

State of Florida Department of Transportation
MAILBOXES

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

MAILBOXES

STEEL PIPE AND WOOD SUPPORT POSTS