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(s) 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 mail patron delivery location and maintain the box 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 names and house numbers are authorized by the Postmaster as a postal address, the contractor shall inscribe the house number on the box. If the box is located on a different street from the patron's residence, the contractor shall inscribe the street name and house number on the box.

   The contractor shall coordinate removal of the patrons existing mailboxes. Immediately after installing the new mailboxes the contractor shall notify each "Mail Delivery Patron" by Certified Mail that removal of the existing mailboxes shall be accomplished in 21 days after receipt of notice. Patrons shall have the option of removing their existing mailboxes or leaving the mailboxes in place for removal by the contractor. Removal by the contractor shall be included in the contract unit price for Mailbox, Each. The contractor shall dispose of mailboxes and supports in areas provided by him.

   Reuse of existing mailboxes by the contractor will not be a requirement under any construction project; however, where an existing mailbox meets the design requirements of this standard and is structurally sound, the contractor at his option may elect to reuse the existing mailbox in lieu of constructing a new mailbox. Any use of existing mailboxes must be approved by the Engineer.

4. Mailboxes shall be light sheet metal or plastic construction, in traditional style only, and only in size 1 as prescribed by the Domestic Mail Manual of the U.S. Postal Service (DOMM).

   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, Operations Group, USPS, Headquarters, Washington, DC 20260.

5. Mailboxes shall be located on the right-hand side of 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 offset from the edge of the traveled way a minimum distance of the greater of the following:
   (a) Shoulder width plus 6" to 12".
   (b) 10' for ADT over 10,000 vpd.
   8' for ADT 200 to 10,000 vpd.
   6' for ADT under 200 vpd
   2'-6" for low speed and 40 mph under 100 vpd.

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

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

6. Mailboxes shall be set with the bottom of the box between 42" and 48" above the mailstop surface, unless the U.S. Postal Service establishes other height restrictions.

7. No more than two mailboxes may be mounted on 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).

   Neighborhood Delivery and Collection Box Units (NDCBU) are a specialized multiple mailbox installation that must be located outside the highway and street clear zones. The location of NDCBUS 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 mailbox mountings shall be embedded no more than 24" into the ground. Concrete, block, brick, stone or other rigid foundation structure or encasement, either above or below grade, shall be provided in all cases where mailboxes are mounted within truck tire zone and support post(s) are not protected by an automobile guardrail. Mailboxes shall not be mounted on surface mounted base plates.

10. A driveway entrance mailboxes shall be placed on the far side of the driveway in the direction of the delivery route.

   At intersecting routes mailboxes shall be located 200' 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 400' when the route volume exceeds 400 vehicles per day.

11. Wood support posts shall be in conformance with the material and dimensional requirements of Section 952 and the treatment requirements of Section 955 of the Standard Specifications.

   Steel support posts shall have an external finish equal to or better than two coats of weather resistant, or baked or baked porcelain. Support posts shall be cleaned of all loose scale prior to finishing. The Postal Service prefers that posts be painted white, but other colors may be used when approved by the Engineer. Galvanized posts are painted black. No painting is required.

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

12. Mailboxes shall be paid for under the contract unit price for Mailboxes, Each. Payment shall be f.o.b. for all boxes, parts and accessories. Payment shall be made in accordance with the standard erection adjustments to suit construction needs and, for identification letters and numbers.

   Payment shall be limited to one mailbox per patron address whether the mailbox is new, reused, salvaged, reset or relocated. Payment shall be per mailbox regardless of the number of mailboxes per support or grouping arrangement.

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

   There shall be no participation by NDCBU furniture, assembly, installation, resetting or relocation.
STEEL FLANGED CHANNEL SUPPORT POSTS

STEEL FLANGED CHANNEL

FLANGED CHANNEL

BOTTOM VIEW

END VIEW

SIDE VIEW

STEEL PLATFORM

STEEL ADAPTER PLATE

TOP VIEW

END VIEW

STEEL SPACER

STEEL BRACKET

ELEVATION

SINGLE OR COMBINED WOOD, FLANGED CHANNEL, OR PIPE POST TYPES SHOWN ON THIS SHEET.

POST SPACING

Note: See General Notes for finish requirements.