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 Index.

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 routes a written notice of project construction 7 days prior to the beginning of work, with Saturdays, Sundays and Holidays excluded.

4. The contractor shall furnish and install one mailbox in accordance with this Index at each mail patron delivery location and maintain the box throughout the construction 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.

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.

6. Mailboxes on rural highways shall be set with the road side face of the box off-set from the edge of the traveled way a minimum distance of the greater of the following:
   a. Shoulder width plus 8” to 12”.
   b. 10’ for ADT over 10,000 vpd.
   c. 6’ for ADT under 10,000 vpd.
   d. 2’ for low speed and ADT under 100 vpd.

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

8. Mailboxes on curved highways, roads, and streets shall be set with the face of the box between 6” and 12” behind the face of curb. If the sidewalk abuts 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 all mailboxes at the back edge of the sidewalk, where they can be served by the carrier from the sidewalk.

9. Wood and steel support posts shall be painted white, but other colors may be used when approved by the Engineer. When galvanized posts are used painting is not required.

10. At driveway entrances mailboxes shall be placed 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 200’ when the route volume exceeds 400 vehicles per day.

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

12. Mailboxes shall be paid for under the contract unit price for Mailboxs. Each Mailbox shall be full compensation for boxes, posts and accessory items required.

13. Concrete, block, brick, stone or other rigid foundation structure or encasement, either above or below the shoulder ground line, will not be permitted for mailboxes on rural highways. On urban roads and streets where mailbox support posts are set within rigid pavement back of curb, the support posts shall be separated from the pavement by a minimum of 7” of expansion material.

14. Support posts shall not be fitted nor installed with surface mount base plates.

15. Mailboxes shall be mounted on a support structure and mailbox arrangements have been shown to be safe by crash testing in accordance with NCHRP Report 350.

16. When a mailbox is new, reused, salvaged, reset or relocated. Payment shall be per box regardless of the number of mailboxes per support or grouping arrangement.

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

18. 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.

19. Mailboxes on rural highways shall be set with the road side face of the box off-set from the edge of the traveled way a minimum distance of the greater of the following:
   a. Shoulder width plus 8” to 12”.
   b. 10’ for ADT over 10,000 vpd.
   c. 6’ for ADT under 10,000 vpd.
   d. 2’ for low speed and ADT under 100 vpd.

20. Support posts shall not be fitted nor installed with surface mount base plates.

21. At driveway entrances mailboxes shall be placed 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 200’ when the route volume exceeds 400 vehicles per day.

22. Wood support posts shall be in conformance with the material and dimensional requirements of Specification 952 and the treatment requirements of Specification 955.

23. 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. Surface(s) 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. When galvanized posts are used painting is not required.

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

25. Mailboxes shall be paid for under the contract unit price for Mailboxs. Each.

26. Payment shall be full compensation for boxes, posts and accessory items essential for installation in accordance with this standard; erection, adjustments to suit construction needs; and, for identification letters and numbers.

27. 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.

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

29. There shall be no payment participation for NDCBU furnishing, assembly, installation, resetting or relocation.
**Platform**

1 x 10-32 x 1/8 Hex Bolt, 2 Washers, 1 Lockwasher, 1 Nut (12 Req'd)

2 lb. Per Foot Flanged Channel

See General Notes For Finish Requirements

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**Bracket**

1 Lockwasher, 1 Nut (10 Req'd)

2 Washers, 1 Lockwasher, "Hex Bolt"-18 x 1-16

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**Adapter Plate**

1 Nut (3 Req'd)

2 Washers, 1 Lockwasher, "Hex Bolt", 4-18 x 2-16

For Finish Requirements

See General Notes

Flanged Channel 2 lb. Per Foot

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**Bracket**

1 Nut (3 Req'd)

2 Washers, 1 Lockwasher, "Hex Bolt", 4-18 x 2-16

For Finish Requirements

See General Notes

Flanged Channel 2 lb. Per Foot

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**Line**

1" x 3" Slots (4 Req'd)

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**Steel Platform**

1" x 3" Slots (10 Req'd)

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**Steel Bracket**

1" x 3" Slots (4 Req'd)

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**Steel Adapter Plate**

1/8" Diameter (3 Holes)

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**Steel Spacer**

Nominal 1/2" Std. Wt. Pipe

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**Steel Flanged Channel Support Posts**

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**Elevation**

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

POST SPACING

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**Notes:**

See General Notes for finish requirements.