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 standard. Each mailbox must be located outside the highway and street clear zones. The location of NDCBUs is the sole responsibility of the Postal Service for the delivery route under consideration.

Mailboxes on rural highways shall be set with the roadside 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 ydp.

When a mailbox is installed within the limits of the guardrail it shall 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 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.

violent winds.

The Contractor shall coordinate removal of the patrons existing mailboxes. Immediately after installing the new mailboxes the Contractor must 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 Mailboxes, Each. The Contractor shall dispose of mailboxes and supports in areas provided by the Engineer.

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 located on the left-hand side.

Mailboxes on rural highways shall be set with the roadside 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 ydp.

When a mailbox is installed within the limits of the guardrail it shall 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 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.

7. No more than two mailboxes may be mounted on a support structure unless the U.S. Postal Service establishes other height restrictions.

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 should be embedded no more than 24” into the ground. Concrete, block, brick, stone or other rigid foundation structure or entasment, either above or below the shoulder granteeline, shall not be permitted for mailboxes on rural highways. On urban roads and streets where mailboxes support posts are set within rigid pavement back of curb, the support posts shall be separated from the pavement by a minimum of 1” of expansion material.

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

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 Section 982 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, 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.

Mounting brackets, plates, platforms, shelf and accessory hardware surface finishes are to be suitably designed to support post finish.

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

The mail patron shall be responsible for newspaper receptacle installation and maintenance.

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

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

There shall be no payment participation for NDCBU furnishing, assembly, installation, resetting or relocation.
#8-32 x 1/2" Slotted Rd. Hd. Bolt
(Stove Bolt) 2 Washers,
1 Lockwasher, 1 Nut (10 Req'd.)

#8-16 x 1/4" Hex Bolt,
2 Washers, 1 Lockwasher,
1 Nut (4 Req'd.)

1/4"-18 x 1-1/4" Hex Bolt,
2 Washers, 1 Lockwasher,
1 Nut (3 Req'd.)

1/4"-18 x 1/2" Hex Bolt,
2 Washers, 1 Lockwasher,
1 Nut (3 Req'd.)

1 Lockwasher, 1 Nut (10 Req'd.)

Nominal 1/2" Std. Wt. Pipe

1/4" Diameter (3 Holes)

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

POST SPACING

Note: See General Notes for finish requirements.

STEEL PLATFORM

STEEL FLANGED CHANNEL SUPPORT POSTS

STEEL BRACKET

STEEL SPACER
**Mailboxes**

**Steel Pipe and Wood Support Posts**

### Description:

- **Nominal 2" Ø (2.375" O.D.) Steel Pipe**
  - Schedule 40 or Resistance Welded (ASME A569 & A669, Min. 50,000 psi)
  - For Finish Requirements
  - Yield Strength

- **Steel Platform**
  - 1 nut (2 reqd.)
  - 2 washers, 1 lock washer,
  - 1/4"-20 x 4 1/8" hex bolt,
  - 2 1/2" dia. (4 reqd.)

- **Shelf**
  - 1 nut (2 reqd.)
  - 2 washers, 1 lock washer,
  - 1/4"-20 x 4 1/8" hex bolt,
  - 2 1/2" dia. (8 reqd.)

- **Anti-Twist Plate**
  - 1 nut (2 reqd.)
  - 2 washers, 1 lock washer,
  - 1/4"-20 x 4 1/8" hex bolt,
  - 2 "x 16" slots (4 reqd.)

- **Muffler Clamp**
  - 1 lock washer, 1 nut (6 reqd.)
  - (Stove Bolt), 2 washers,
  - #8-32 x 1 1/2" slotted Rd. Hd. Bolt
  - 2 "x 1" dia. (8 reqd.)

- **Bracket**
  - (Flange To Inside)

- **Platform**
  - 1 nut (2 reqd.)
  - 2 washers, 1 lock washer,
  - 1/4"-20 x 4 1/8" hex bolt,
  - 2 "x 16" slots (4 reqd.)

**Post Spacing**

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

**Notes:**

- See General Notes for finish requirements
- **h (Min.)** = 4 1/8" to 4 8" max.
- **Depth** 24" max.

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**Revision Information:**

- **Last Revision:** 07/01/00
- **Description:**
- **Index No.:** 532
- **Sheet No.:** 3 of 3
- **FY 2016-17 Design Standards**

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**Index Sheet:**

- **Sheet No.:** 3 of 3
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- **FY 2016-17 Design Standards**
- **Mailboxes**