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 must notify each Mail Delivery Parent Certified Mail that removal of the existing mailboxes must be accomplished in 21 days after receipt of notices. 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 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 and functionally 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 (DMM).

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 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 offset from the edge of the traveled way a minimum distance of the greater of the following:

\[ \text{Shoulder width plus 8 ft to 12 ft.} \]

6. 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.

7. 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.

Neighborhood Delivery and Collection Box Units (NDCBUs) 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 entasement, either above or below the shoulder grade line, will not be permitted for mailboxes on rural highways. On urban roads and streets where mailboxes are located, 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 roadway 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 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, 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, 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 full compensation for boxes, posts and accessory items installed, resetting or relocation.

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.
**FLANGED CHANNEL**

- **Bracket**
  - 1 Lockwasher, 1 Nut (10 Req'd.)
  - 2 Washers, 1 Lockwasher, 1 Nut (4 Req'd.)
  - 2 lb. Per Foot
  - Flanged Channel
  - See General Notes
  - For Finish Requirements

- **Platform**
  - 1 Nut, 1 Spacer (12 Req'd.)
  - 1 Hex Bolt
  - 4 x 18 x 16

- **Adapter Plate**
  - For Finish Requirements
  - See General Notes
  - Flanged Channel
  - 2 Lb. Per Foot

- **Bracket**
  - 1 Nut (3 Req'd.)
  - 2 Washers, 1 Lockwasher, " Hex Bolt, 4 x 18 x 2 16

- **Platform**
  - 1 Nut (4 Req'd.)
  - 2 Washers, 1 Lockwasher, " Hex Bolt, 4 x 18 x 2 16

**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**

- " Slots (4 Req'd.)
- 1" x 3" (10 Req'd.)
- 1" Diameter (3 Holes)

**SIDE VIEW**

- " Slots (4 Req'd.)
- 1" x 1" (4 Req'd.)

**TOP VIEW**

- Flanges for Platforms
- Flanges for Brackets

**STEEL FLANGED CHANNEL SUPPORT POSTS**

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