



## **TOWN OF RYE, NEW HAMPSHIRE**

### **MAIL BOX INSTALLATION AND MAINTENANCE POLICY**

#### **1. PURPOSE:**

**1.1** The United States Congress, acting under the “post road” clause of the U.S. Constitution (Article I, Section 8, Clause 7), has declared all highways maintained by a state or its political subdivision as post roads. Placement of mailboxes within the right of way is thus a legitimate travel use of the highway.

**1.2** The purpose of this policy is to allow the placement and maintenance of mailboxes within the right-of-way of public roads in such a manner that does not interfere with the safety of the traveling public and ability of the Public Works Department to perform road maintenance.

#### **2. AUTHORITY:**

**2.1** The authority of the Board of Selectmen to adopt this policy is derived from RSA 41:11.

#### **3. GENERAL:**

**3.1** Subject to state laws and regulations, a curbside mailbox must be placed to allow safe and convenient delivery by carriers without leaving the vehicles. The box must be on the right-hand side of the road in the direction of travel of the carriers on any route.

**3.2** The location and construction of mailboxes shall conform to the rules and regulations of the United States Postal Service, American Association of State Highway and Transportation Officials and standards established by the Town of Rye.

**3.3** The potential for disabling injury and the resulting civil action is reduced when mailboxes are installed using approved methods and materials that are designed for highway safety. The Town of Rye shall not be held responsible for damages incurred by mailbox installations.

**4. MAILBOX DESIGN:**

4.1 Mailboxes shall be U.S. Postal Service Approved.

**5. MAILBOX APRON:**

5.1 Approaches to mailboxes should be a hard level surface.

A mailbox apron may be constructed when installing or upgrading a driveway. Maximum dimensions are 3' wide and 10' long. This apron may be paved on paved roads and graveled on gravel roads. Aprons will be required to meet the same specifications as driveways.

5.2 Mailbox, apron installation and maintenance are the responsibility of the homeowner. The driveway apron may be considered part of the mailbox apron, if applicable.

**6. MAILBOX LOCATION:**

6.1 All mailboxes shall be located in front of the address associated with the box, within the limits of the property lines extended to the road.

6.2 Whenever possible mailboxes shall be located on the left side of driveway upon entering the driveway.

6.3 Mailboxes shall not be located within ten feet of the property sideline extensions.

6.4 Travel direction for delivery is solely the responsibility of the postal service, however dual directional delivery is not recommended by the Rye Department of Public Works.

6.5 Streets with dual directional delivery shall not have mailboxes located directly opposite each other.

6.6 Mailbox installations shall not block driveway sight distance.

6.7 Nothing shall be placed near the mailboxes which would represent an obstruction to the mail delivery vehicle, or which would impede the delivery of the mail for any reason.

**7. MINIMUM SET BACK REQUIREMENTS:**

7.1 On roads with no curbing the mailbox face shall be located no closer than 3' to the paved edge of the road.

7.2 Paved roads with curbing the mailbox face shall be even with the traffic face of curb or 8" behind curb whichever is greater.

7.3 On roads with guardrail the mailbox post shall be located behind the guardrail.

Setbacks distances are minimum requirements and it is recommended that setbacks be increased whenever possible.

**7.4** Minimum setbacks may be adjusted due to physical barriers such as stone walls, culverts, etc. by approval of the Director of Public Works.

## **8. MAILBOX POST, STRUCTURE AND DESIGN:**

**8.1** Mailbox posts shall be sturdy enough to resist road maintenance activities and snow removal efforts but no so sturdy as to represent a danger to the public. As such, the follow specifications shall apply:

**8.2** Wood post should not exceed 4" x 4" or 4.5" round.

**8.3** Metal post should be hollow steel or aluminum and not to exceed 2" in diameter.

**8.4** Plastic molded posts are acceptable but not recommend for cold weather installation.

**8.5** Any other post stamped "US Postal Approved"

**8.6** Granite Mailbox Posts are not recommended and will not be replaced if damaged.

**8.7** Wood or metal post should be embedded into the ground no more than 2' with no concrete or anchor plate. An anti-twist device installed on metal post is acceptable when installed to no more than 10" deep.

**8.8** Mailbox height should be 42" to 48" to the bottom of the box.

**8.9** Street address number shall be displayed using 3" numbers visible from both travel directions.

**8.10** No more than two mailboxes should be mounted on a post without special exception from the Board of Selectmen. Lightweight paper boxes are acceptable.

**8.11** All mailboxes should be firmly attached to supports that yield or break away safely if struck by a vehicle.

**8.12** Mailbox supports shall not be set in concrete.

**8.13** Cantilever and hanging type mailboxes are acceptable and encouraged.

**8.14** Massive mailbox supports such as stone, granite, brick, railroad ties, columns etc. are potentially hazardous and are not acceptable.

**8.15** Mailbox installations unreasonably overconstructed shall be considered to be hazardous to the public and town maintenance equipment and shall be removed.

**9. SNOW REMOVAL:**

**9.1** Residents shall be responsible for cleaning snow from around their mailbox to assure delivery of mail.

**10. DAMAGE**

**10.1** The Town's primary obligation is to ensure that roadways are kept free of snow and ice. Most mailboxes are located within the public right-of way and occasional damage to them is often unavoidable.

**10.2** Any Highway Department employee who knows that damage was done to a mailbox during maintenance activity shall report the incident to his / her immediate supervisor; and any citizen may file a mailbox damage claim with the Public Works Department.

**10.3** Director of Public Works, or designee shall investigate each mailbox damage claim and deter. The Town of Rye will not authorize repair or replacement for mailboxes unless the plow physically hits the structure and the mailbox was installed in accordance with this policy (snow from the plow shall not be considered part of the plow).

**11. ENFORCEMENT:**

**11.1** An owner of a non-conforming installation shall assume all risks and liabilities associated with such an installation.

**12 VIOLATIONS:**

**12.1** Violations of any of these regulations are subject to a \$50 fine.

**13. SEVERABILITY:**

**13.1** If any section, subsection, paragraph, clause, sentence, phrase, or word contained in this policy shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portion of this policy, which shall remain in full force and effect and, to this end, the provisions of this policy are hereby declared severable.

**14. ADOPTION AND EFFECTIVE DATE:**

**14.1** This policy is effective immediately upon acceptance of the Board of Selectmen.