

ELKHART COUNTY HIGHWAY

13-12 Mailbox Replacement

- I. Policy
Elkhart County Highway will provide a replacement mailbox for those damaged by Elkhart County snowplows during snow plowing activities.
- II. Scope
This policy applies to both subdivisions and numbered county roads.
- III. Procedures
 - A. This policy applies only to a mailbox damaged by an Elkhart County snow plow. Mail boxes damaged by contractors or individuals other than employees driving an Elkhart County snow plow will not be replaced.
 - B. When a box and/or post is damaged, the property owner or resident shall bring the box and/or post to the Highway Department for replacement.
 - C. The property owner and/or resident shall be provided a standard replacement box and post if damaged. Standard replacement box is one of which has no decorative features but is suitable and approved by the Postmaster General for mail delivery.
 - D. In addition to providing a mailbox (and post, if needed), the property owner/resident shall be provided a check for \$20.00 to help compensate for labor to provide the installation of the box and/or post.
 - E. In the event that a mail box is damaged, and the box is a specialty box (ex. John Deere, Bluebird, etc.), Elkhart County will replace the box with a standard issue box and post as described above. Homeowner reserves the right to file a claim for damages, with the County Commissioners determining compensation.
 - F. Monument mailboxes along numbered county roads are hazards and are not permitted within the clear zone in conformity to the MUTCD. Such hazards, if struck by a County Plow, will not be replaced nor will the owner be compensated. In such circumstances, the owner will be liable for damage to plows as a result of the danger posed by placing such obstacle in the right of way.

Effective: 09-27-13

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From Section VII of the 2013 Street Standards

3.) Mailboxes, Guidelines and Recommendations.

a. Location of Mailboxes:

1. On numbered county roads with no paved shoulder, the front or closest edge of a mailbox should be a minimum of three (3) feet off of the edge of the traveled and/or paved portion of the public right-of-way.
2. On subdivision streets and on numbered county roads with a paved shoulder, that face (closest portion) of the mailbox should be located a minimum of twelve (12) inches off of the edge of the paved shoulder.
3. On streets with raised curbs, the face (closest portion) of the mailbox should be located at least six (6) inches from the back of the curb.
4. If a mailbox is located at or near intersecting streets, it should be located a minimum of ninety (90) feet from the centerline of the two intersecting streets.
5. Unless expressly permitted by the Elkhart County Highway Division, no mailbox shall be placed in front of a guard rail, and hence be closer to the traveled portion of a street than the guard rail.

b. Mailbox Structures:

1. Mailboxes should be of light sheet metal or plastic construction conforming to the requirements of the U.S. Postal Service; accompanying or related or adjacent newspaper delivery boxes shall be of comparable construction and be of no greater size than necessary or suitable for the receipt of a newspaper, and should otherwise comply with the mailbox standards herein set forth.
2. No more than two (2) mailboxes may be mounted on a support structure unless the support structure and mailbox arrangement have been demonstrated by the property owner or owners to be acceptable for traffic and highway safety under AASHTO certified crash tests.
3. Mailbox supports shall not be set in concrete unless the support design has been demonstrated by AASHTO certified crash tests when so installed.
4. A single four (4) inches x four (4) inches square wooden post, four (4) inch in diameter wooden post or a metal post with a strength no greater than a two (2) inch diameter standard strength steel pipe will be acceptable as a mailbox support. The support may be embedded no more than twenty-four (24) inches into the ground will be acceptable

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as a mailbox support. A metal post shall not be fitted with an anchor plate, but it may have an anti-twist device that extends no more than ten (10) inches below the ground surface.

5. The post to box attachment details shall be in conformance with the current Indiana Department of Transportation standards or current standards of AASHTO's "A Guide for Erecting Mailboxes on Highways".
 6. Copies of the attachment details are on file and available in the office of the Elkhart County Highway Division.
 7. Mailbox support designs not described in this regulation will be acceptable if shown to be safe by AASHTO certified crash tests and approved by the Elkhart County Highway Division.
- c. Responsibility of Mailboxes:

Any person, property owner, applicant, or developer placing a mailbox within the public right-of-way of a street or road, under the jurisdiction of Elkhart County, does so at his/her/its own risk and such party, and any successor in ownership to such mailbox, shall indemnify and hold Elkhart County, and its agents, officials, and employees, free and harmless from any and all, claims and liabilities arising from such placement, whether placed by these standards or otherwise.