

CITY OF WOODLAND COUNCIL POLICIES

CHAPTER 6 – PUBLIC WORKS – GENERAL MAINTENANCE

POLICY 6-2 – MAILBOX REGULATIONS

PURPOSE

The USPS (United States Postal Service) has mailbox regulations regarding residential mailboxes and mail delivery. Mailbox requirements are designed to standardize the mail receptacle, mail delivery, and pickup. The City of Woodland follows those regulations.

GUIDELINES

Size of Mailbox

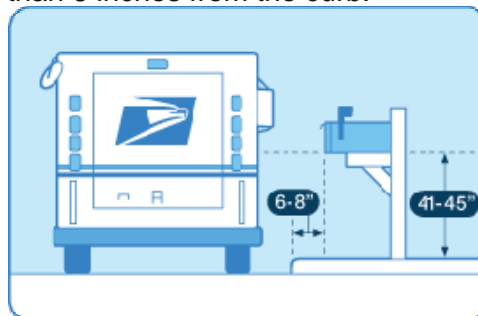
There are regulations regarding curbside mailboxes. A curbside mailbox can be one of three size for residential mail:

- Small T1 (C1) size is approximately 5 inches wide by 6 inches tall and 18 ½ inches long.
- Medium T2 (C2) size is approximately 6 inches wide by 7 inches tall by 19 inches long.
- Large T3 (C3) size is approximately 8 inches wide by 11 ½ inches tall by 22 ½ inches long.

The “T” stands for Traditional and the “C” stands for Contemporary. The dimensions reflect the minimum interior size.

Placement

The curbside mailbox post should be positioned 6-8 inches from the curb and approximately 42-46 inches high measured from the lawn to the top of the installed curbside mailbox, not the top of the post. If the post has a vertical arm, the arm should not extend any closer than 6 inches from the curb.



Mailbox Must be Clear from Obstructions

All homeowners must keep the area around their mailboxes clear of anything that will obstruct the safe delivery of mail. If the United States Postal Service employee cannot safely reach in and deliver the mail, the postmaster may withdraw delivery to that mailbox.

Any curbside mailbox which is to be installed at the edge of the roadway or curbside of the street and allows it to be served by a mail carrier from a vehicle on any city route must be approved by the United States Postal Service.

Maintenance

Mailbox installation and support, on-going maintenance, and conformity with current US Postal standards, are the responsibility of the homeowner. Recognizing the extreme nature of the Minnesota winter climate, homeowners should use materials when constructing mailboxes that will withstand the force of snow windrow off the end of a snowplow as well as the pressure of snow pushed to the shoulder of the road to provide safe passage and visibility in the roadway. Proper maintenance of mailboxes and posts is an obvious necessity.

Identification

Every curbside mailbox should display the address assigned by the local authorities on the flag side of the mailbox. The numbers must be at least one inch high and in a contrasting color in neat, legible letters. If the boxes are grouped and the address cannot be placed on the flag side of the mailbox, then the house number should be inscribed on the door. No advertising of any kind can be placed on the mailbox or the mailbox post.

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