



## Mailbox Installation Guide

**(Permit Not Required)**

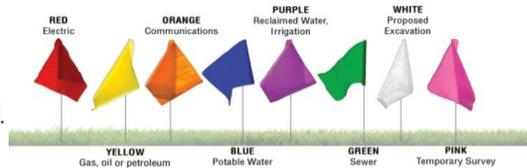
A permit is not required for the installation of a mailbox, however there are some restrictions and guidelines that must be complied with when installing or replacing an existing mailbox.

### PLAT OF SURVEY

A Plat of Survey of the property should be referenced to insure the installation of the mailbox is within the boundaries of the property. Generally mailboxes are installed within the right of way (parkway) of a property.

### J.U.L.I.E. LOCATE

All work when digging is required shall have a utility locate performed. This should be scheduled at least two (2) business days. JULIE's 8-1-1 and 1-800-892-0123 are staffed by JULIE Call Center agents 24 hours a day/7 days a week to request locate.



### ORDINANCE INFO

#### 7-3-5: PERMANENT STRUCTURES IN PARKWAYS AND RIGHT OF WAY:

Structures of a permanent nature in parkways and rights of way are prohibited.

- A. City Not Liable: The city is not liable for damage to illegal or nonconforming structures placed in a parkway or right of way caused by damage from a snowplow or any other action by the city, its employees, or its contractors.
- B. Effective Date: As of January 1, 2008, illegal or nonconforming structures that are damaged more than fifty percent (50%) of their replacement value, demolished, or removed shall not be rebuilt, repaired, or replaced in any prohibited location or manner, regardless of the cause of damage, demolition or removal.
- C. Definition: "Prohibited permanent structure" shall include, but not be limited to:
  - A structure in violation of any of the adopted codes or ordinances of the city of Countryside.
  - Any structure not specifically allowed or permitted by franchise, license or similar agreement with the city of Countryside under the provisions of chapter 10 of this title.
  - Electrical wiring, piping, fixtures, or any electrical component other than required for connecting to the public utility.
  - Signs, shelters, enclosures, monuments, bollards, piers, posts, columns, gates, towers, entry structures, mailbox enclosures or other similar structures.
  - Underground lawn sprinkler system components.
  - Water, sewer, or gas piping, fixtures, or any other component other than required for connecting to a public utility.
- D. Permitted Structures:
  - Bollards, posts, piers, or other guard(s) utilized to prevent vehicles from leaving the street, as authorized by the city council on a case by case basis, shall not be prohibited.
  - Cultivated trees, bushes, shrubs, or plants that do not encroach or interfere with the public right of way, pedestrian, or vehicular traffic shall not be prohibited.
  - Landscaping features, details or components less than six inches (6") in height above the adjacent grade shall not be prohibited.
  - One box for residential newspaper delivery, installed on a post or mounting mechanism that has been tested in compliance with NCHRP report 350 shall not be prohibited.
  - One mailbox for U.S. postal service, installed on a post or mounting mechanism that has been tested in compliance with NCHRP report 350 per mailing address shall not be prohibited.
  - Other similar structures as determined by the superintendent of public works or the building official. (Ord. 08-03-0, 1-23-2008)

## POSTAL GUIDE

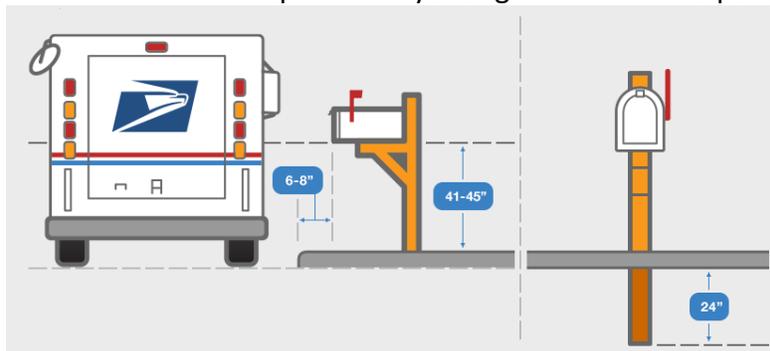
**Postmaster General's Seal:** Every new mailbox design should be reviewed and receive the Postmaster General's (PMG) seal of approval before it goes to market. If you opt to construct your own mailbox, it must meet the same standards as manufactured boxes, so show the plans to your local postmaster for approval.

**Placing the Mailbox:** Here are some helpful guidelines to follow when installing your mailbox from the United States Postal Service:

- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box

**Installing the Post:** Mailbox supports are to be stable but also bend or fall away if a car hits them. The Federal Highway Administration recommends:

- A 4" x 4" wooden support of a 2" diameter standard steel or aluminum pipe
- Avoid unyielding and potentially dangerous supports such as heavy metal pipes, concrete posts, concrete filled milk cans, etc.
- Bury your post no more than 24" deep with a layer of gravel under the post to help drainage.



## MAINTENANCE

Mailboxes should be checked annually due to the extremes a mailbox is subjected to. A checkup to avoid damage to your mail or difficulty identifying your address should be performed:

- Tighten loose hinges on the door;
- Take care of rusty or loose parts;
- Replace missing or faded house numbers;
- Keep the path to your mailbox clean;
- Check to insure the post is still secure; and
- Check for any sharp or protruding edges.