

BOARD OF JACKSON COUNTY ROAD
COMMISSIONERS

POLICY STATEMENT

Policy Number: 11-01

Date: 03/23/11

Subject: Replacement of Mailboxes
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MAILBOX POLICY

General Information

Mailbox Replacement Policy

If a claim is made that damage to a mailbox and/or post occurred as a result of Road Commission equipment striking the mailbox and/or post, the procedure to follow is:

- ❖ The claimant must bring the damaged box and post to the office. An exception may have to be allowed if the post is frozen in the ground. The claimant will be encouraged to bring in part of the post, if possible.
- ❖ The claimant must complete the "Mailbox Claim Form", including his/her signature.
- ❖ The claimant may choose from the following options:

- 1) The Road Commission will provide a plain standard-size metal box and/or a post, or
- 2) The Road Commission will provide a cash payment of \$10.00 for a mailbox and/or \$7.00 for a post.

- ❖ **Installation of the box and/or post is the responsibility of the claimant.**
Exceptions to this policy may be made at the discretion of the Commission.

General Information

The Jackson County Road Commission works with the owners of rural route mailboxes to ensure uninterrupted mail delivery and to protect mailboxes during the harsh conditions of the winter season. The following suggestions may help to protect mailboxes from winter damage:

1. The resident should consider removing the mailbox and post for the season if the residence is not occupied for the winter.
2. Replace an expensive decorative mailbox with an inexpensive mailbox for the winter.
3. Make sure the mailbox and base are securely attached to the post and, if possible,

place a "snow board" on a separate post to take the impact of plowed snow and prevent the snow from hitting the mailbox.

4. Mount no more than two (2) mailboxes on one support post.
5. As a general rule, the mailbox and support (or base) may be no closer than four (4) feet from the edge of the paved or the main traveled portion of the road. If the plow line is distinguishable, another guide is to have the door of the mailbox a minimum of twelve (12) inches from the plow line.
6. Embed supports no more than twenty-four (24) inches into the ground and do not embed in concrete.
7. All mailboxes shall be erected on wood posts not to exceed five (5) inches in diameter or hollow metal posts not to exceed two (2) inches in diameter.
8. It is the responsibility of the rural postal customer to keep the access to the mailbox cleared for the mail carriers. Snow should be cleared away from the mailbox and post.

Newspaper, shopping guide, or advertising tubes should be located near the mailbox on the same side of the road. Installment/replacement of a mailbox and/or post is the responsibility of the owner of the rural route mailbox.

JACKSON COUNTY ROAD COMMISSION
2400 ELM ROAD
JACKSON, MICHIGAN 49201
(517) 788-4230

MAILBOX CLAIM FORM

Claimant: _____

Address: _____

Phone Number: _____

Claimant turned in (circle those that apply):

Damaged Mailbox

Damaged Post

Claimant received: _____

Mailbox

Post

Claimant refused replacement and accepted cash payment as follows:

_____ \$10.00 for mailbox

_____ \$7.00 for post

****INSTALLATION OF THE BOX AND/OR POST
IS THE RESPONSIBILITY OF THE CLAIMANT****

Signature: _____ Date: _____

Comments: _____

Adopted: 03/23/11
Amended: Policy # 08-31, 92-01