

CITY OF OTSEGO
Policy for Mailbox Placement within the City Right-Of-Way
Effective September 22, 2009

All mailboxes, required by the U.S. Postal Service, are required to meet the following guidelines so that they do not interfere with the traveling public or the function, maintenance or operation of the City street system. The following is the City's policy regulating the placement of mailboxes in the City rights-of-way:

1. The location and construction of the mailbox shall conform to the rules and regulations of the U.S. Postal Service.
2. The face of the mailbox shall be a minimum of six inches behind the back of the curb.
3. The bottom of the mailbox shall not be less than 32" and not exceed 38" from the top of the curb or from grade.
4. The support of the mailbox shall be a maximum of 4" x 4" treated wood or 2" diameter steel or aluminum pipe.
5. The support shall be located a minimum of 18" from the back of the curb.
6. The support shall be buried no more than 24" deep and shall be installed so as to break away safely if struck by a vehicle.

While City employees are conscientious in performing their duties, there are occasions in which a snow plow will damage a mailbox. The following is the City Policy regarding damage to a mailbox which is placed properly within the City right-of-way.

1. The City is not responsible for damage to mailboxes hit by snow or ice thrown by the vehicles used to remove snow from the City rights-of-way.
2. The City is not responsible for damage to mailboxes that are not installed to the standards established by the City.
3. The City will replace a mailbox and mailbox post, as necessary, as described below, that has been damaged as a result of being struck by a City vehicle or snow plow. Evidence of the vehicle striking the mailbox shall include the pole being broken, the mailbox being cut, dented or broken, or paint from the snow plow on the mailbox.
4. The City employees shall remove the snow from the City rights-of-way to the best of their ability however it is the responsibility of the property owner to maintain accessibility to the mailbox.

The replacement of the mailbox and/or pole shall be done by allowing a home owner the opportunity to purchase the most inexpensive metal box and/or 4" x 4" treated wood pole from the local store designated by the City. If a more expensive mailbox is desired, the homeowner may purchase another mailbox and be credited an amount equal to the least expensive amount available.