City of Columbus
Mailbox Policy
POL 12-06

Policy Statement

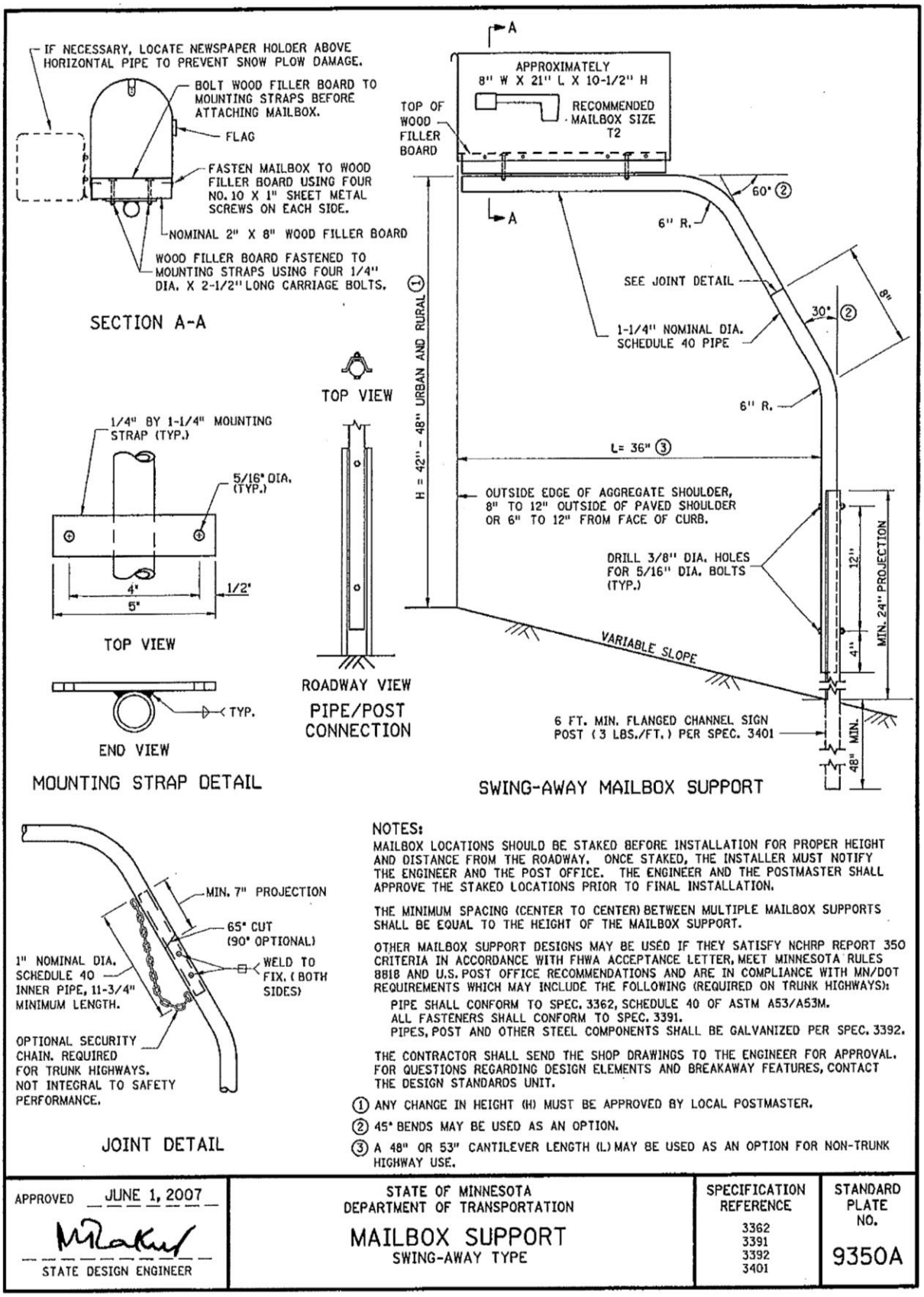
Every year the City of Columbus get calls about damaged mailboxes due to snow plowing. Starting in the winter of 2014/2015 the city will only do repairs to the mailboxes that are physically hit by the city snow removal equipment and that comply to the State of Minnesota Department of Transportation mailbox support swing away type as described in the policy guidelines.

Policy Guidelines

The city would prefer that the use of swing away mailbox stands are used, but is not requiring them. The city however is requiring that the same height and setbacks are followed. In the case that a swing away mailbox is not being installed, here are the post requirements.

State laws mandate that all mailbox supports meet the following criteria. Wood posts cannot be larger than 4 x 4 inches. Metal pipe can be no larger than 2 inch inside diameter, standard steel or aluminum. There should be one support for one box or two for a group of boxes. The supports should yield or collapse if struck, bend or fall away from the vehicle, not create severe deceleration, not be fitted with an anchor plate (metal post), not be embedded in the ground more than 24 inches. There is to be 42 inch clearance from the road surface to the bottom of the box or support to allow for the snow plow to get under the structure. The Maintenance Department also requires that paper tubes mounted on mailbox posts must meet the 42 inch clearance. Contact the city to get a copy of the State of Minnesota Department of Transportation mailbox regulations.

For your safety call **GOPHER STATE ONE CALL** at 651-454-0002 for location of underground utilities at least four (4) days ahead of digging.



NOTES:

MAILBOX LOCATIONS SHOULD BE STAKED BEFORE INSTALLATION FOR PROPER HEIGHT AND DISTANCE FROM THE ROADWAY. ONCE STAKED, THE INSTALLER MUST NOTIFY THE ENGINEER AND THE POST OFFICE. THE ENGINEER AND THE POSTMASTER SHALL APPROVE THE STAKED LOCATIONS PRIOR TO FINAL INSTALLATION.

THE MINIMUM SPACING (CENTER TO CENTER) BETWEEN MULTIPLE MAILBOX SUPPORTS SHALL BE EQUAL TO THE HEIGHT OF THE MAILBOX SUPPORT.

OTHER MAILBOX SUPPORT DESIGNS MAY BE USED IF THEY SATISFY NCHRP REPORT 350 CRITERIA IN ACCORDANCE WITH FHWA ACCEPTANCE LETTER, MEET MINNESOTA RULES 8818 AND U.S. POST OFFICE RECOMMENDATIONS AND ARE IN COMPLIANCE WITH MN/DOT REQUIREMENTS WHICH MAY INCLUDE THE FOLLOWING (REQUIRED ON TRUNK HIGHWAYS):

PIPE SHALL CONFORM TO SPEC. 3362, SCHEDULE 40 OF ASTM A53/A53M.
ALL FASTENERS SHALL CONFORM TO SPEC. 3391.
PIPES, POST AND OTHER STEEL COMPONENTS SHALL BE GALVANIZED PER SPEC. 3392.

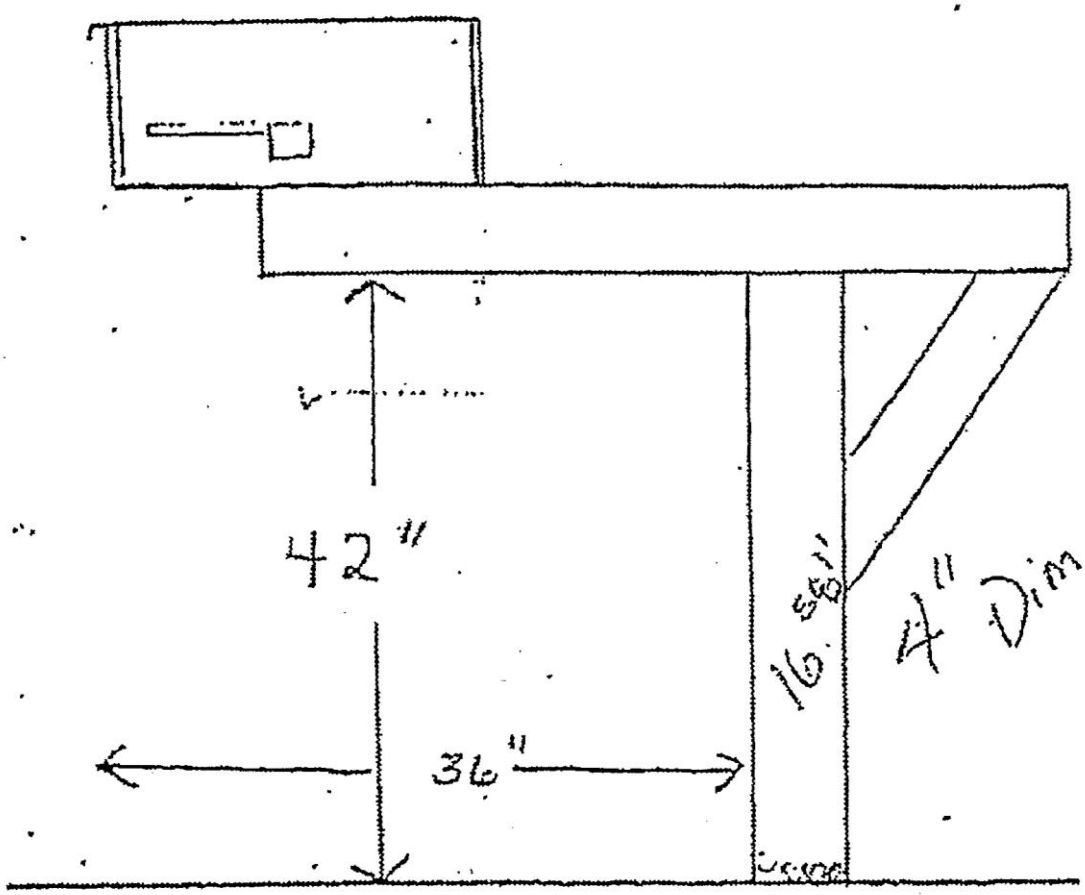
THE CONTRACTOR SHALL SEND THE SHOP DRAWINGS TO THE ENGINEER FOR APPROVAL. FOR QUESTIONS REGARDING DESIGN ELEMENTS AND BREAKAWAY FEATURES, CONTACT THE DESIGN STANDARDS UNIT.

(1) ANY CHANGE IN HEIGHT (H) MUST BE APPROVED BY LOCAL POSTMASTER.

(2) 45° BENDS MAY BE USED AS AN OPTION.

(3) A 48" OR 53" CANTILEVER LENGTH (L) MAY BE USED AS AN OPTION FOR NON-TRUNK HIGHWAY USE.

APPROVED JUNE 1, 2007 STATE DESIGN ENGINEER	STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION MAILBOX SUPPORT SWING-AWAY TYPE	SPECIFICATION REFERENCE 3362 3391 3392 3401	STANDARD PLATE NO. 9350A



Wood